

MAINE ORGANIC FARMACY

Application for Distribution of Medical Marijuana District 1
August 19th, 2010

Catherine M. Cobb
Maine Department of Health and Human Services
Division of Licensing and Regulatory Services
Attention: Open Application for Dispensary Services
41 Anthony Ave.
State House Station #11
Augusta, Maine 04333-0011

Maine Organic Farmacy
8 Cranberry Lane
Kennebunk, ME 04043
August 19, 2010

Catherine M. Cobb
Maine Department of Health and Human Services
Division of Licensing and Regulatory Services
41 Anthony Ave.
State House Station #11
August, Maine 04333-0011

Dear Ms. Cobb:

It is with great pleasure that Maine Organic Farmacy submits an application for a license to become a Dispensary for Distributing Medical Marijuana in District 1. We are confident that our company can best serve the State of Maine and the Medical Marijuana patients who require this service. We are a company founded by residents born and raised in Maine, and we believe our state has the talent necessary to establish a successful dispensary.

Please find a signed original and 5 photocopies of the completed application, along with a check made payable to Division of Licensing and Regulatory Services for \$15,000.

I attest that all information contained in this application is accurate and valid. If there are any questions on our answers, please contact me at 207-967-6101. We look forward to hearing from you.

Kind regards,

Melanee Paul
CEO, Maine Organic Farmacy

Enclosure

C1, Measure 1: The applicant shall provide the legal name of the corporation, a copy of the articles of incorporation and by-laws of the corporation.

Answer: The legal name of the company is Maine Organic Pharmacy. Attached please find C1M1_Articlesofincorp, and C1M1_ByLaws.

STATE OF MAINE
Department of the Secretary of State
Bureau of Corporations, Elections and Commissions
101 State House Station
Augusta, Maine 04333-0101

August 9, 2010

MAINE ORGANIS FARMACY
ATTN: MELANEE PAUL
8 CRANBERRY LANE
KENNEBUNK ME 04043

ATTESTED COPIES
WR DCN: 2102171400006

Enclosed please find copies of documents recently placed on file with our office. Each copy has been attested as a true copy of the original and serves as your evidence of filing. We recommend that you retain these permanently with your records.

Charter#: 20110047ND Legal Name: MAINE ORGANIC FARMACY

ARTICLES OF INCORPORATION

DCN: 2102171400007 Page(s) 3

Total Pages 3

DOMESTIC
NONPROFIT CORPORATION

STATE OF MAINE

ARTICLES OF INCORPORATION

File No 20110047ND Pages 3
Fee Paid \$ 40
DCN 2102171400007 ARTI
---FILED---
08/02/2010

Julie R. Flynn
Deputy Secretary of State

A True Copy When Attested By Signature

Julie R. Flynn
Deputy Secretary of State

Pursuant to 13-B MRSA §403, the undersigned incorporator(s) execute(s) and deliver(s) the following Articles of Incorporation

FIRST: The name of the corporation is Maine Organic Farmacy

SECOND: ("X" one box only Attach additional page(s) if necessary)

☐ The corporation is organized as a public benefit corporation for the following purpose or purposes:

☒ The corporation is organized as a mutual benefit corporation for all purposes permitted under Title 13-B or, if not for all such purposes, then for the following purpose or purposes.

THIRD: The Registered Agent is a (select either a Commercial or Noncommercial Registered Agent)

☐ Commercial Registered Agent CRA Public Number _____

(name of commercial registered agent)

☒ Noncommercial Registered Agent

Melanec Paul

(name of noncommercial registered agent)

8 Cranberry Lane, Kennebunk, ME 04043

(physical location, not P.O. Box - street, city, state and zip code)

(mailing address if different from above)

FOURTH: Pursuant to 5 MRSA §1083, the registered agent as listed above has consented to serve as the registered agent for this nonprofit corporation.

**This page has been
redacted.**

For Corporate Incorporators*

Name of Corporate Incorporator _____

By _____ Street _____
(signature of officer) (principal business location)

(type or print name and capacity) (city, state and zip code)

Name of Corporate Incorporator _____

By _____ Street _____
(signature of officer) (principal business location)

(type or print name and capacity) (city, state and zip code)

***Articles are to be executed as follows:**

If a corporation is an incorporator (13-B MRSA §401), the name of the corporation should be typed or printed and signed on its behalf by an officer of the corporation. The articles of incorporation must be accompanied by a certificate of an appropriate officer of the corporation, not the person signing the articles, certifying that the person executing the articles on behalf of the corporation was duly authorized to do so.

Please remit your payment made payable to the Maine Secretary of State

Submit completed form to: **Secretary of State
Division of Corporations, UCC and Commissions
101 State House Station
Augusta, ME 04333-0101**

Telephone Inquiries: (207) 624-7752

Email Inquiries: CEC.Corporations@Maine.gov

**BYLAWS
OF
MAINE ORGANIC FARMACY
(A Maine Nonprofit Mutual Benefit Corporation)**

Article I. Name and Purpose

Section 1 *Name*: The name of the corporation shall be Maine Organic Farmacy (hereinafter “the Corporation”). The name of the Corporation may be changed by amendment of its Articles of Incorporation.

Section 2 *Purpose*: The purpose of the Corporation is to provide the safe, private, respectable distribution of medical marijuana to licensed patients and caregivers in the state of Maine pursuant to Maine Public Law, Chapter 631, LD1811 and 10-144 CMR Chapter 122.

We will strive to hire local Maine talent whenever possible, and utilize local Maine resources and products.

We will support our patients by providing the highest quality medical marijuana and offering different options to administer it.

We will educate our patients and the general public on the benefits of marijuana for debilitating medical conditions.

We will offer access to adjunct therapies in the form of massage, acupuncture, counseling, group therapy, and yoga.

We will be an active member of York County.

Article II. Members

Section 1 *Members*: The Corporation shall have no members.

Article III. Board of Directors

Section 1 *Board Role, Size, and Compensation*: The board of directors (hereinafter “the Board”) is responsible for the overall policy and direction of the Corporation, and delegates responsibility of day-to-day operations to the staff and officers. The Board shall have up to seven (7), but not fewer than three (3) members (hereinafter “Directors”). The Board receives no compensation other than reasonable expenses.

Section 2 *Terms*: All Board members shall serve three-year terms or until their prior death, removal or resignation. The Directors are eligible for re-election. Except in the case of elections to fill a vacancy, each Director shall be elected at an annual meeting or

special meeting. Vacancies in existing terms may be filled by majority vote of the Directors at any meeting of the Board.

Section 3 *Board Elections*: Elections of new Directors or elections of current Directors to another term will occur as the first item of business at the annual meeting of the Corporation. Directors will be elected by a majority vote of the current Directors.

Section 4 *Vacancies*: When a vacancy on the Board exists, it may be filled by the Directors at the next Board meeting. These vacancies will be filled only to the end of the particular Director's term.

Section 5 *Resignation and Termination*: Resignation from the Board must be in writing and received by the Secretary. A Director may be removed for other reasons by the President, or by a two-thirds vote of the remaining Directors.

Article IV. Meetings of the Board

Section 1 *Annual Meetings*: There shall be an Annual Meeting of the Directors held each year at the principal place of business of the Corporation or at such other location as the Directors may designate. Additionally, there shall be Regular Meetings and Special Meetings of the Directors and/or the corporate officers as are necessary to conduct the business of the Corporation. Location and time of these meetings shall be at the discretion of the Board.

Section 2 *Special Meetings*: Special Meetings may be called at the discretion of the President, or at the request in writing of one-third of the Board.

Section 3 *Notice of Meeting*: Notice of each meeting shall be given to each member, by mail, not less than ten (10) days before the meeting. The written notice shall state the place, date, hour, and purposes for which the meeting is to be held. Notice of any meeting may also be given in person or by telephone at least five (5) days before the meeting.

Section 4 *Quorum*: Forty Percent (40%) of the number of Directors shall constitute a quorum for the transaction of business at any meeting of the Board.

Section 5 *Voting*: All issues to be voted on shall be decided by a simple majority of those present at a meeting in which a quorum is present unless the act of a greater number is required by law or by the Articles of Incorporation.

Article V. Officers

Section 1 *Officers and Duties*: There shall be three officers of the Board consisting of a President, Secretary and Treasurer. Officers shall by virtue of their office be members of the Board of Directors. The Board of Directors may also elect a Vice President, Assistant Treasurer, and Assistant Secretary.

Section 2 *Election of Officers*: The Officers shall be elected by the Board annually at the Annual Meeting or at a Special Meeting. Each Officer shall hold office until his or her successor shall have been duly elected and qualified or until such officer's death, or until he or she resigns or is removed in the manner hereinafter provided.

Section 3 *Resignation*: Any officer may resign by delivering his or her written resignation to the corporation at its principal office or to the President and such resignation shall be effective upon receipt unless it is specified to be effective at some other time.

Section 4 *Removal*: An officer may be removed from office with or without cause by a vote of a majority of the Board then in office.

Section 5 *The President*: The President shall convene regularly scheduled Board meetings. The President is accountable for leading the members of the Board and ensuring that the mission of the Corporation is achieved.

Section 6 *The Vice-President*: The Vice-President will chair committees on special subjects as designated by the Board. In the absence of the President, the Vice President shall perform the duties of the President. Any Vice President shall perform such other duties as may be assigned to him or her by the President or by the Board.

Section 7 *The Secretary*: The Secretary shall be responsible for keeping records of Board actions, taking minutes at all Board meetings, sending out meeting announcements, distributing copies of minutes and agendas to each Board member.

Section 8 *The Assistant Secretary*: The Assistant Secretary shall perform such duties as designated by the Board.

Section 9 *The Treasurer*: The Treasurer shall perform such duties as the Board or the President may delegate to him or her. The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Corporation. The Treasurer shall receive and give receipts for moneys due and payable to the Corporation, deposit all moneys in the name of the Corporation in banks, trust companies, or other depositories as directed by the Board, write checks and disburse funds to discharge obligations of the Corporation, maintain the financial books and records, make a report at each Board meeting, and prepare the annual budget.

Section 10 *The Assistant Treasurer*: The Assistant Treasurer shall perform such duties as designated by the Board.

Article VI. Fiscal Year

Section 1 *Fiscal Year*: Except as determined by the Board, the fiscal year of the Corporation shall start on the first day of July.

Article VII. Indemnification

Section 1 *Indemnification*: The Corporation shall indemnify a director, officer, committee member, employee or agent of the Corporation who was, is or may be named defendant or respondent in any proceeding as a result of his or her actions or omissions within the scope of his or her official capacity in the Corporation. However, the Corporation shall indemnify a person only if he or she acted in good faith and reasonably believed that the conduct was in the Corporation's best interests. In a case of a criminal proceeding, the person may be indemnified only if he or she had no reasonable cause to believe that the conduct was unlawful. The Corporation shall not indemnify a person who is found liable to the Corporation or is found liable to another on the basis of improperly receiving a personal benefit. A person is conclusively considered to have been found liable in relation to any claim, issue, or matter if the person has been adjudged liable by a court of competent jurisdiction and all appeals have been exhausted.

The Corporation shall pay or reimburse expenses incurred by a director, officer committee member, employee or agent of the Corporation in connection with the persons appearance as a witness or other participation in a proceeding involving or affecting the Corporation when the person is not a named defendant or respondent in the proceeding.

Article VIII. Amendments

Section 1 *Amendments*: These bylaws may be amended when necessary by two-thirds majority of the Board of Directors. Proposed amendments must be submitted to the Secretary to be sent out with regular Board announcements.

C1, Measure 2: The applicant shall provide the proposed physical address(s) of the dispensary and up to one site where marijuana may be grown, if a precise address has been determined.

- For each proposed physical address, provide legally binding evidence of site control sufficient to enable the applicant to use and possess the subject property.

Answer: 90 Community Drive, Sanford is the proposed location for both the cultivation and dispensing of marijuana. Attached please find a letter of intent, C1M2_LetterofIntent, signed by Maine Organic Farmacy CEO Melanee Paul, and Greg Patterson of the Patterson Companies, owner of 90 Community Drive.

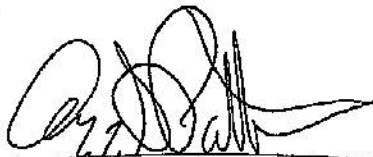
August 13, 2010

Greg Patterson
Patterson Companies, LLC
1293 Main Street
Sanford, ME 04073

Dear Mr. Patterson:

Per our agreement, Maine Organic Pharmacy, upon approval and receipt of the district 1 medical marijuana license, intends to lease your property located at 90 Community Drive, Sanford, ME for the purpose of a marijuana grow site and retail dispensary. As agreed, this agreement includes the leasing of approximately 10,000 square feet of retail space and 12,000 square feet of warehouse space from Patterson Companies, LLC. A formal letter of intent and leasing details are forthcoming upon approval by the district.

Melanee Paul

Greg Patterson, Member

C1, Measure 3: The applicant shall provide evidence of compliance with local codes and ordinances for each physical address which will be used for dispensing and growing marijuana under the MMMP, and that neither location is within five hundred (500) feet of a preexisting public or private school boundary.

Answer: 90 Community Drive, Sanford is the location for both the cultivation and dispensing of marijuana.

The closest school to 90 Community Drive is the Emerson School located at 975 Main Street in Sanford. This school is over 5 miles from the proposed location. See C1M3_Distance to School.

The town of Sanford has been progressive in holding town meetings and getting an ordinance in place to specifically state where a dispensary can be located. Attached please find C1M3_Sanford Ordinance, the Town Manager's Report which states the recommended ordinance be that dispensaries be located in the IR Zone. The official ruling will not be implemented until the 8-24-2010 council meeting.

90 Community Drive is zoned Industrial. Maine Organic Farmacy has verified the zoning with the real estate listing, and verbally verified the zoning with the Sanford Code Enforcement officer, Shirley Sheesley.



Trip to 90 Community Dr
 Sanford, ME 04073-5810
 5.05 miles - about 11 minutes

Notes

Distance of closest school to 90 Community Drive



975 Main St, Sanford, ME 04073-3510

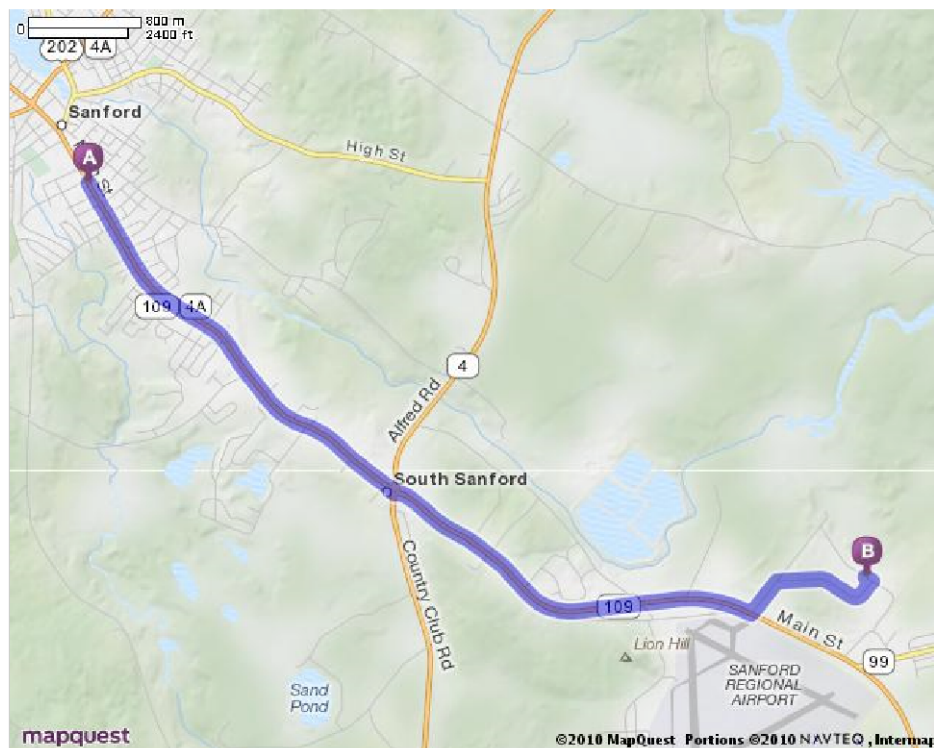
6 hidden steps



90 Community Dr, Sanford, ME 04073-5810

Total Travel Estimate : 5.05 miles - about 11 minutes

Route Map [Hide](#)



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Directions and maps are informational only. We make no warranties on the accuracy of their content, road conditions or route usability or expeditiousness. You assume all risk of use. MapQuest and its suppliers shall not be liable to you for any loss or delay resulting from your use of MapQuest. Your use of MapQuest means you agree to our [Terms of Use](#)

Proposed Additions to the Ordinance:

Under Article II, Section 280-5. Definitions: Add:

Nonprofit medical marijuana dispensary: A not-for-profit entity registered under 22 M.R.S.A. Section 2428 that acquires, possesses, cultivates, manufactures, delivers, transfers, transports, sells, supplies or dispenses marijuana or related supplies and educational materials to cardholders. A nonprofit dispensary is a primary caregiver.

Under Section 280 Attachment 1, Table of land Uses, Category of Uses, III Institutional Uses A. Principal Uses Add:

14. Nonprofit medical marijuana dispensary, CU in the IR zone.

In Section 280-66 Standards for conditional use approval Add:

D. Nonprofit medical marijuana dispensary.

- 1. The applicant must have been approved by the State of Maine Department of Health and Human Services, Division of Licensing and Regulatory Services.*
- 2. No property containing a nonprofit medical marijuana dispensary shall be within 500' of a pre-existing public or private school.*
- 3. Any approval granted by the Planning Board will be subject to any and all regulations of the Town and the State of Maine.*

In Section 280-97, Classification of Projects Add:

A(4)(r) Nonprofit medical marijuana dispensary.

C1, Measure 4: The applicant shall describe the enclosed, locked facility that will be used in the growing and cultivation of marijuana, its security measures, as required in the rules, and whether it is visible from the street or other public areas.

Answer: 90 Community Drive, Sanford is a stand alone building and is approximately 35,000 square feet of warehouse, and 10,000 square feet of office and retail space. The building is on 24 acres of private land.

It is a metal and concrete structure, in a quiet business park located behind the Lowes and Walmart shopping centers.

All access areas to the growing facility and inventory areas of the building will be secured with biometric fingerprint locks, as well as individual proximity cards readers. The Employee Badge will be issued to employees with company name, Employee Name, and photo ID.

There will be three main areas of the building in regards to security The employee office areas, the retail space, and the cultivation area. Each area will have different security measures based on the level of risk and access needs depending on the employees training and job functions.

The retail space is accessed by customers from one exterior door, located on the northeast side of the building. This will be a well lit parking area, with a handicapped accessible vestibule which will be manned by a trained security employee. Once identity of the patient is verified, the security attendant will allow access into the retail space using an electrically activated door strike. This will provide an extra layer of protection for both employees, and patients that may be in the retail space at the time.

All employees will be outfitted with panic buttons, or will be within reasonable distance to a panic button based on area and risk assessment. Examples would be the front desk attendant, who will be stationed in a secured, locked area, or the patient intake registration area, these locations would be able to accommodate a more cost effective hard wired panic button.

There will be 24 hour surveillance cameras in all areas of the retail shop, the cultivation area, the storage facility, and the outside grounds of the building. Activity will be recorded on a networkable DVR unit, and will be searchable via a computer program to provide time and date lookup by individual camera, if warranted or requested by an authorized employee or principal of the company.

The outside of the building is lit with a combination of flood lights and motion sensor lights on the building, and dispersed throughout the grounds to create a safe, welcoming location.

The building is barely visible from Community Drive. Community Drive is an Industrial road that is not travelled frequently by the general public unless specifically visiting one

of the businesses. See C1M4_AerialMap. There are no windows in grow area, except for 12 skylights, which would allow a pedestrian to see the cultivation of marijuana.

The burglar, panic, and fire alarms will all be tied together and connected to alarm monitoring companies 24/7, 365 days a year, and will have a network connection, as well as cellular backup connection. All security systems and computer systems will be protected via a battery backup system, which will be tied into a generator for extended outages to maintain security devices.

In general 90 Community Drive is the perfect location for privacy, security, discreteness.



22 Smada Drive
Sanford, Me 04073
(207) 324-7195



Estimate

DATE	ESTIMATE NO.
8/18/2010	3608

NAME / ADDRESS
Cliff Baxter

Ship To

JOB NAME

DESCRIPTION	QTY	COST	TOTAL
16 Channel - 120 FPS w/1TB HDD	1	2,940.00	2,940.00T
19" LCD Monitor.	1	249.00	249.00T
Outdoor TruVision IR Mid Range Camera.: Outside Front, Side and Parking Lot.	4	265.00	1,060.00T
TruVision Mini Dome.: 4 in the Office area and 6 in Production	10	184.00	1,840.00T
24VAC distributed via eight (8) electronically isolated fuse protected outputs	2	86.00	172.00T
Uninterrupted power supply...450VA w/surge	1	157.95	157.95T
WIN-PAK SE W/VISTA INTEGRATING SW	1	1,456.00	1,456.00T
ASSY,ACCESS 4 DOOR SMALL/ENC	2	2,265.30	4,530.60T
PROX POINT PLUS GREY OUTSIDE DOORS	2	105.00	210.00T
PROX 2 CARDS,W/STANDARD ARTWORK	50	4.00	200.00T
V-FLEX 4G/SECUGEN OPTICAL HID	6	825.00	4,950.00T
HUB2SA Momentary Hold-up button	4	19.00	76.00T
Wireless Hold ups`	5	75.00	375.00T
VERISERIES POWER SUPPLY	6	55.30	331.80T
VSERIESCNV RS232-RS485 CONVERTER	1	311.00	311.00T
Power Supply	2	259.00	518.00T
CONTROL,PILOT,BURG PLUS,COMMER	1	268.00	268.00T
ALPHA ENGLISH KEYPAD	2	170.00	340.00T
SERIAL INTERFACE MODULE	1	95.00	95.00T
CCTV Siamese cable (RG59/18-2)	1,500	0.37	555.00T
18/6 STR OAS 1M BX GY	2	365.00	730.00T

Payable as follows:Half down and balance due upon completion. We take VISA or MASTERCARD.

TOTAL

This Estimate may be withdrawn by us if not accepted within 30 days.

SIGNATURE

22 Smada Drive
 Sanford, Me 04073
 (207) 324-7195



Estimate

DATE	ESTIMATE NO.
8/18/2010	3608

NAME / ADDRESS
Cliff Baxter

Ship To

JOB NAME

DESCRIPTION	QTY	COST	TOTAL
18/2 STR JKT 1M BX GRY	2	140.00	280.00T
22/2 STR OAS 5C BX GRY	1	55.20	55.20T
Miscellaneous: Wire connectors, hardware.	1	475.00	475.00T
Labor	1	5,200.00	5,200.00
This estimate does not include any door strikes or locking hardware or the labor to install them. This is only an estimate and wil need to be finalized when floor plans are complete. Sales tax			
		5.00%	1,108.78
Payable as follows:Half down and balance due upon completion. We take VISA or MASTERCARD.		TOTAL	\$28,484.33

This Estimate may be withdrawn by us if not accepted within 30 days.

SIGNATURE _____

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C1, Measure 6: The applicant shall provide a list of all persons or business entities having direct or indirect authority over the management or policies of the dispensary, and a list of all persons or business entities having 5% or more ownership in the dispensary, whether or not the interest is in the land or buildings, including owners of any business entity which owns all or part of the land or building.

Answer:

The following people have direct or indirect authority over the management or policies of the dispensary:

1. Melanee Paul: Executive Director/ Board of Directors
2. Megan Fernandez: Director Employee and Patient Services/Board of Directors
3. Stephen Bischof: Information Technology and Security/ Board of Directors
4. Frank Wertheim: Board of Directors
5. Merrilee Paul: Board of Directors

All who have pledged financial support in excess of 5% are the following:

Melanee Paul

Megan Fernandez

Joseph Souza

Merrilee Paul

The building /land owner is Patterson Companies LLC; they will have no authority, direct or indirect for the management of Maine Organic Farmacy.

C1, Measure 7: The applicant shall provide the identity of any creditor holding a security interest in the premises, if any.

Answer:

The building /land owner is Patterson Companies LLC. Maine Organic Farmacy will be leasing the premise at 90 Community Drive, Sanford. There is no creditor holding a security interest in the premise.

C1, Measure 8: The applicant shall include the required signed cover letter, and the completed application form supplied by the department.

Answer: The cover letter is contained within this package, as well as the department issued application.



Medical Marijuana Program
Application/Renewal Form

This application is for: **Registered Dispensary**

Section 1 IDENTIFICATION INFORMATION

Legal Name of Dispensary: **Maine Organic Farmacy**

Charter Number: **2102171400007**

Date of Incorporation: **08/02/2010**

Business Location

90 Community Drive

Telephone: **(207) 967 - 6101**

Sanford, ME 04073

Mailing Address

8 Cranberry Lane, Kennebunk, ME 04043

Section 2 ORGANIZATIONAL INFORMATION

Name of Chief Executive Officer: **Melanee Paul**

Telephone number if different than above

(207) -

Mailing Address, if different than above

Schedule A, Board of Directors and Officers: **See attached "ScheduleA_BoardofDirectors"**

Schedule B, Employees: **See attached "ScheduleB_Employees"**

Schedule C, Bylaws of the Non-Profit Corporation: **See attached "C1M1_bylaws"**

Schedule D, Location of Grow Site, if different than Location of Dispensary: **Same site**

Schedule E, Policies and Procedures

Schedule E-1: Personnel: **See attached "E1_Employee Manual"**

Schedule E-2: Growing and Cultivataion: **See attached "E2_RetailProcedures" and "E2_CultProcedures"**

Schedule E-3: Inventory Control: **See attached "E3_InventoryControl"**

Schedule E-4: Food Preparation: **See attached "E4_Food Preparation Policies"**

Schedule E-5: Quality Control: **See attached "E5_QualityControl"**

Schedule E-6: Copies of Educational Materials: **See attached "E6_AdminMethods, E6_MarijProduct, E6_MarjFAQ, E6_NIDA_FAQ, E6_NIDA_Research"**

Schedule E-7: Critical Incident Reporting: **See attached schedule "E7IncidentMgmtProcess, E7_IncidentMgmtForm"**

Section 3 DISPENSARY INFORMATION

Distance to the property line of preexisting public or private school: (must be more than 500 feet) **It is over 5 miles to the closest school, please see "C1M3_Distance to school" for detailed map**

Description of food products to be sold or furnished, if any:

Blueberry Muffins, Zucchini Bread, Chocolate Chip Cookies, Rice Crispy Treats, Granola

Description of grounds and exterior lighting: **90 Community Drive Sanford is a 35,000 square foot stand alone building on 24 + acres of land. The building is very private with parking spaces at the front entrance. There are flood lights on all corners of the building. For detail on the building please see the answer to Criteria1, Measure 4**

Description of intrusion monitoring system: The intrusion monitoring system will consist of countermeasures, alarms, and historical data. Countermeasures consist of signs, lit areas, warnings indicating that they are being monitored and police will be notified immediately if any suspicious activity is seen. Alarms will be both audible and visible strobes to indicate that break-in has been detected or that an alarm has been set off. When the authorities arrive on-site, we will have historical data in the form of video to present to help in apprehending the suspect(s)

Description of interior monitoring and safety features: **Interior monitoring will have both passive monitoring, such as motion detectors, smoke, fire alarms, and burglar alarms due to unauthorized perimeter access. Active monitors will include wireless and wired panic buttons. Security is of the utmost importance to us, and we will always have money budgeted to keep the systems refreshed and up to the latest standards**

Location of growing site: **90 Community Drive, Sanford, Maine**

Provide the names of patients you have identified at this time who plan to designate you as their dispensary: (use additional pages, if necessary)

At this time the patients are waiting to see who is awarded the license in District 1 before declaring which dispensary to choose for their Medical Marijuana needs. In addition, the patients that have come to us with expressed interest in our services wish to not be mentioned in this application, and requested they simply follow the Maine state guidelines when applying for their Medical Use of Marijuana Application and choose their dispensary at that time.

Declaration: I understand and acknowledge my duties and responsibilities as chief executive officer to patients and primary caregivers in accordance with the provisions of the Maine Medical Use of Marijuana Act. I understand that my board members, officers and employees may not have disqualifying drug offenses. I will notify the Department of Health and Human Services promptly and return the registration cards when there has been a change in status of a registry card holder. I declare under penalty of perjury that the information provided on this form is true and correct. I certify that I will not sell, furnish or give marijuana to a person who is not allowed to possess marijuana for medical purposes. I agree to allow my facility to be inspected by representatives of the Maine Department of Health and Human Services. I agree to provide soil and product samples to representatives of the Maine Department of Health and Human Services for testing pursuant to the rules governing Maine's Medical Use of Marijuana Program. I further agree I will report sales for sales tax purposes related to the sale of marijuana and related product.

Melanee Paul

Printed name of Chief Executive Officer

Date

Signature of Chief Executive Officer

This application shall be accompanied by a non-refundable check made payable to the Treasurer, State of Maine. This application will not be accepted as complete unless all Exhibits are attached. Please mail to:

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Schedule B, Employees

- 1.) Melanee Paul
Executive Director
- 2.) Megan Fernandez
Director Employee and Patient Services
- 3.) Stephen Bischof
Director Information Technology Services
- 4.) Gale Bellew
Cultivation Manager

MAINE ORGANIC FARMACY EMPLOYEE HANDBOOK

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Welcome to Maine Organic Farmacy!

We believe that each employee contributes directly to Maine Organic Farmacy's growth and success and we hope you will take pride in being a member of our team. This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with Maine Organic Farmacy. We look forward to working and growing with you!

Mission Statement

Maine Organic Farmacy (hereinafter "the Company") is a nonprofit medicinal marijuana dispensary. It is our goal to provide the safe, private, respectable distribution of medical marijuana to patients and caregivers in the state of Maine.

We are a Maine Company founded by residents born and raised in Maine. We believe Maine holds everything we need in order to be a successful company, including talent and products.

Core Values

- We support our patients and caregivers by providing the highest quality medical marijuana and offering different options to administer it.
- We strive to hire local Maine talent whenever possible, and utilize local Maine resources and products.
- We educate our patients and the general public in the benefits of medical marijuana for debilitating medical conditions.
- We believe adjunct therapies are extremely beneficial to those suffering from disease, and we offer access to adjunct therapies in the form of massage, acupuncture, counseling, group therapy, and yoga.
- We will be active in the community and a responsible neighbor.

Organizational Structure

The Company is organized under Maine law to promote and facilitate the cultivation, distribution and use of cannabis by registered patients as authorized by Maine State law. The Company does not make cannabis available to the general public or anyone who is not a patient or caregiver registered with the State of Maine. The Company does not make medical marijuana available to anyone who has not designated the Company as their dispensary.

Board of Directors

The board of directors (hereinafter "the Board") is responsible for setting policy for the Company's employees. The Board is directly responsible for the employment of the dispensary management team (hereinafter "the Management") which is responsible for the day to day activities of the organization. The Board has the ability to review and change employment policy as they see fit. Any amendments or changes to employment policy will be given in writing to every employee and added to the employee manual.

Management Team

The Management is responsible for the day to day operations of the dispensary. All employees will be accountable to the Management. The Management uses an open door policy so that employees have access to all members of the Management to discuss any issues that may arise. Each department will have a supervisor who is responsible for scheduling, training, new employee orientation, task assignment and other tasks. Employees will report to their department supervisor.

Employees

Employees will report directly to their department supervisor for assignments and duties. It is the responsibility of each employee to follow all the rules and regulations set by the State of Maine and the Company. Conflicts that arise in the workplace should be discussed with the employees assigned department supervisor. If the conflict is not resolved by the department supervisor it will then be brought to the Board. If an employee is not comfortable discussing a conflict with their supervisor they should speak with another department supervisor or the director of employee services.

Business Ethics and Conduct

The successful business operation and reputation of the Company is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Our continued success is dependent upon our patients' trust and we are dedicated to preserving that trust. Employees have a responsibility to the Company and its patients to act in a way that will merit the continued trust and confidence of the public.

The Company will comply with all applicable laws and regulations and expects its employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with a supervisor and, if necessary, with the director of employee services for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

Nature of Employment

Employment with the Company is voluntary and at will. The employee is free to resign at will at any time, with or without cause. Similarly, the Company may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

The Company reserves the right to manage its workforce and direct its employees. This includes the right to hire, transfer, promote, demote, lay off, terminate, reassign or change any condition or term of employment at any time with or without notice or reason unless required by federal or state law.

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Company will be based on merit, qualifications, and abilities. The Company does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

The Company will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their supervisor or the director of employee services. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with the Company. All employees will be judged by the same performance standards and will be subject to the Company's scheduling demands, regardless of any existing outside work requirements.

If the Company determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Company as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the Company for materials produced or services rendered while performing their jobs.

Non Disclosure

The protection of confidential business information and trade secrets is vital to the interests and the success of the Company. Such confidential information includes, but is not limited to, the following examples:

- Cultivation Procedures
- Cultivation Process
- Patient information
- Compensation data
- Computer processes
- Computer programs and codes
- Patient lists
- Patient preferences
- Financial information
- Labor relations strategies
- Marketing strategies
- New materials research

- Pending projects and proposals
- Proprietary production processes
- Research and development strategies
- Personnel records
- Skills testing and evaluation tools
- Internal forms and processes

All employees may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

Employment Categories

It is the intent of the Company to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the Company.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by the Management.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are regularly scheduled to work 40 hours per week. Generally, they are eligible for the Company's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are assigned to work less than 40 hours per week. Regular part-time employees are eligible for some benefits sponsored by the company, subject to the terms, conditions, and limitations of each benefit program.

ON CALL employees are those who work on an as-needed basis. The Company offers this category in limited classifications and to limited numbers of employees. Employees in this category are not eligible for benefits other than legally mandated benefits. The date of hire for the purpose of benefits eligibility for On-Call employees who later transfer to full-time or part-time status will be the date they begin work as a regular full-time or regular part-time employee. (For example, an employee hired as On Call on February 25, 2004 and who transfers to regular part-time status on April 10, 2004, will have a date of hire for benefits purposes of April 10, 2004.)

Personnel Files

The Company maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, performance appraisals, salary changes, and other employment records.

Personnel files are the property of the Company and access to them is restricted to management personnel who have a legitimate reason to review the file.

Employees who wish to review their own file should contact the director of employee services. With reasonable advance notice, employees may review their own personnel files at the the Company office. Current employees will be provided copies of their files at no charge.

Personnel Data Changes

It is the responsibility of each employee to promptly notify the Company of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, employees should notify their supervisor or the director of employee services.

Evaluations

Management and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Employees and supervisors will establish and regularly review written objectives consistent with the employee's goals. These reviews will be done face-to-face.

Formal evaluations (hereinafter "Goal Evaluations") are conducted to provide the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. For employees, a Goal Evaluation will be scheduled each year on or near their anniversary date. The Goal Evaluation date may be adjusted to reflect any leave of absence of 30 days or more that occurred during the evaluation period.

Merit-based pay adjustments are not automatic and are awarded by the Company in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by the Goal Evaluation process.

Holidays

The Company will grant holiday time off to regular full and part-time employees on the holidays listed below:

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas (December 25)
- Two floating holidays to be scheduled and posted by the Management

Some employees may be required to work a scheduled holiday so that the needs of a patient's schedule may be met. The Company offers scheduled appointments to patients who are not able to come to the dispensary during regular business hours. If an employee works on a scheduled holiday the pay rate will change appropriate to State Law.

Part-time employees' holiday pay will be pro-rated based on their average weekly hours. For example, if a part-time employee works an average of 25 hours per week, s/he will receive five

hours of holiday pay on each holiday. Average weekly hours will be computed by reviewing the hours worked in the previous quarter.

To be eligible for holiday pay, employees must work their last scheduled day immediately preceding and their first scheduled day immediately following the holiday. Time off immediately preceding or after a holiday must be previously scheduled and approved by the supervisor in advance. If an employee does not work the scheduled day before or after the holiday, s/he will be required to use paid time off (hereinafter "PTO") for the absence(s) and the holiday.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. If a recognized holiday falls during an eligible employee's paid absence (such as PTO), holiday pay will be provided instead of the PTO benefit. Holiday pay is paid at the straight time rate and is not counted as hours worked in the calculation of overtime. This benefit is subject to change at the discretion of the Management. Any changes will be communicated to employees in advance of the change. Any questions regarding this benefit should be addressed to the director of employee services.

Paid Time Off

PTO is an all purpose time-off policy for eligible employees to use for vacation, illness or injury, and personal business. It combines traditional vacation, personal time, and sick leave plans into one flexible, PTO policy.

Full and part-time employees are eligible to earn and use PTO as described in this policy. There are different accrual schedules for full and part-time employees. Full-time employees will receive ten days of PTO during their first year of employment, 15 days of PTO during years two through four and 20 days of PTO after their fourth year. Part-time employees will receive PTO based on a percentage of their total hours worked. Part-time employees will receive 4% of their hours worked in PTO during their first year, 5% during years two through four and 6% after their fourth year.

After 90 days of continuous employment in a full-time or part-time status, employees begin to earn PTO according to the schedule above. The amount of PTO employees receive each year increases with the length of their employment. Employees may request use of PTO after it is earned. PTO cannot be used prior to earning the hours.

PTO is calculated each year using the employee's date of hire as the beginning of the benefit year. For example, the PTO of an employee hired on June 1 will always run from June 1 to May 31.

PTO can be used in minimum increments of one hour. Employees who have an unexpected need to be absent from work should personally notify their supervisor before the scheduled start of their workday, if possible. Employees must also personally contact their supervisors on each additional day of unexpected absence.

To schedule planned PTO, employees should request advance approval from their supervisor. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

PTO is paid at the employee's base pay rate at the time of absence. It does not include overtime or any special forms of compensation such as incentives or shift differentials.

In the event that available PTO is not used by the end of the benefit year, employees with less than three years of continuous service in full or part-time status may carry forward a maximum of 40 hours of unused time to the next benefit year. Employees with 3 or more years of continuous service in full or part-time status may carry forward a maximum of 80 hours of unused time to the next benefit year. Any PTO in excess of your maximum carry forward allowed will be forfeited if not used in the benefit year. When an employee resigns or is terminated PTO balance will be paid out in the final paycheck.

The Company reserves the right to change this benefit at its discretion. If changes occur, employees will be notified in advance.

Bereavement Leave

Bereavement leave is provided to compensate regular, full-time employees for time missed from their normal work schedule due to the death of an immediate family member.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. Bereavement pay will not be counted as time worked for the purposes of overtime calculations.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with management approval, use any available paid leave for additional time off as necessary. Up to three days of paid leave will be granted to an employee upon the death of an "immediate" family member. The Company defines "immediate family" as the employee's spouse, domestic partner, parent, step-parent, child, step-child, grandchild, brother or sister. In addition, one day of paid leave will be granted for an employee's in-law, step-brother, step-sister or grandparent. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

This benefit is subject to change at the discretion of the Management. If changes occur, employees will be notified in advance.

Jury Duty

The Company encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees may request jury duty leave for the length of absence. Employees must use any available PTO when on jury duty leave. The Company complies with all state jury duty laws regarding payment of employees.

Employees must show the jury duty summons to their supervisor as soon as possible so that they may make arrangements to accommodate the employee's absence. Of course, employees are expected to report for work whenever the court schedule permits. Either the Company or the employee may request an excuse from jury duty if, in the Company's judgment, the employee's absence would create serious operational difficulties.

The Company reserves the right to change this benefit at its discretion in compliance with applicable state laws. If changes occur, employees will be notified in advance.

Family and Medical Leave

The Company provides family and medical leaves of absence without pay to eligible employees. There is a separate Family & Medical Leave Policy and Procedure which is posted in every office.

Eligible employees may request family or medical leave after having completed 12 months of service and 1250 hours of service in the past year. Eligible employees should make requests for family or medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

All paid time runs concurrent with unpaid family or medical leave. So that an employee's return to work can be properly scheduled, an employee on family or medical leave is requested to provide the Company with at least two weeks advance notice of the date the employee intends to return to work. When a family or medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, the Company will assume that the employee has resigned.

Maine Organic Farmacy Family Medical Leave Policy

The Company provides family and medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability; who wish to take time off to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse or parent with a serious health condition. A serious health condition means an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, continuing treatment by a health care provider, and temporary disabilities associated with pregnancy, childbirth and related medical conditions.

Employees are eligible to request family medical leaves as described in this policy. Employees are eligible for unpaid family and medical leave if they have worked for the Company for at least one year and completed 1250 hours of service in the year. Eligible employees should make requests for leave to their supervisors at least 30 days in advance of foreseeable events, and as soon as possible for unforeseeable events. Supervisors will notify the director of employee services, who will send out the appropriate paperwork to employees.

Employees requesting family leave related to serious health conditions of a child, spouse, or parent or medical leave for themselves may be required to submit a health care provider's statement verifying the need for leave, the beginning and expected ending dates and estimated time required. Any changes in this information must be promptly reported to the Company. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees may request up to a maximum of 12 weeks of family medical leave within any 12 month period. The Company will measure the 12 month period as a rolling 12 month period, measured backward from the date an employee uses any leave under this policy. Employees will be required to first use any accrued PTO before taking unpaid medical or family leave. Accrued PTO will be used toward the total 12 week leave.

So that an employee's return to work can be properly scheduled, an employee on family medical leave is requested to provide at least two weeks advance notice of the date the employee intends to return to work. When a family or medical leave ends, the employee will be reinstated to the same position, if available, or to an equivalent position for which the employee is qualified. If an employee fails to report to work at the end of the approved leave period, the Company will assume that the employee has resigned.

Personal Leave

The Company provides leaves of absence without pay to regular full and part-time employees who wish to take time off from work duties to fulfill personal obligations. Eligible employees may request personal leave only after having completed 90 calendar days of continuous service. As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their supervisor.

Requesting a leave does not guarantee that it will be granted. Requests for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence. Personal leave may be granted for a maximum period of up to 30 calendar days every year. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension. Requesting an extension does not guarantee that it will be granted. All paid time runs concurrent with a personal leave.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, the Company cannot guarantee reinstatement in all cases. If an employee fails to report to work promptly at the expiration of the approved leave period, the Company will assume the employee has resigned.

Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

The leave will be unpaid. However, all PTO runs concurrent with unpaid leaves. Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service. Contact the director of employee services for more information or questions about military leave.

Time Keeping

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the Company to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

- Nonexempt employees should accurately record the time they begin and end their work.
- Nonexempt employees should also record the beginning and ending time of any split shift.
- Nonexempt employees should accurately record the time s/he spends checking email before or after the regular work day.
- Nonexempt employees should record the beginning and ending time of any departure from work for personal reasons.
- If an unpaid meal period is taken, a nonexempt employee should record this time away from work. If the employee works through lunch, the time should be paid.
- Overtime work must always be approved before it is performed.

It is each employee's responsibility to accurately complete his/her time records and to certify the accuracy of all time records. Failure to do so may result in disciplinary action, up to and including termination of employment.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Pay Days

All employees are paid biweekly on Friday. Each paycheck will include earnings for all work performed and reported through the end of the previous payroll period. In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to the Company. Employees will receive an itemized statement of wages when the Company makes direct deposits.

If an employee feels there is an error in their paycheck, they should immediately notify their supervisor.

Pay Deductions

The law requires that certain deductions be made from every employee's compensation. Among these are applicable federal, state, and local income taxes. The Company also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The Company matches the amount of Social Security taxes paid by each employee.

The Company offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Pay deductions must be taken for legal garnishments presented to the Company against employees, such as child support.

Work Schedule

Work schedules for employees vary throughout the Company. The supervisors will advise their employees of their work schedule. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. The Company will make every effort to give advance notice when the work schedule must change, but there may be times when advance notice is not possible and employees will be expected to adapt to the changed schedule.

Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must be previously authorized by the employee's supervisor. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked.

PTO, holidays, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Failure to work scheduled overtime or working overtime without prior authorization may result in disciplinary action, up to and including possible termination of employment.

Safety

A workplace safety program has been established to assist in providing a safe and healthful work environment for employees. This program is a top priority for the Company. Its success depends on the alertness and personal commitment of all.

Information is provided to employees about workplace safety and health issues through regular internal communication channels such as emails, bulletin board postings, memos, or other written communications.

Employees and the Management will receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards. Some of the best safety improvement ideas come from employees. Those with ideas, concerns or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor or the director of employee services.

Employees must immediately report any unsafe condition to their supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their supervisor or the director of employee services. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Fire Safety

Employees are expected to know their responsibilities as defined in workplace safety training. Fire drills will be held on a regular basis.

Prevent Fire By:

- Immediately calling 911 in case of an emergency
- Knowing the location of fire alarms, fire extinguishers, telephones and fire exits
- Reporting the accumulation of combustible materials, loose or faulty electrical connections or other potential hazards to a supervisor or other manager
- Being alert for fire hazards

Use of Phone and Mail

Excessive personal use of the telephone or other business equipment for local, long-distance and toll calls is not permitted. Employees should practice discretion when making local personal calls and may be required to reimburse the Company for any charges resulting from their personal use of the telephone. To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

The use of Company-paid postage for personal correspondence is not permitted. Violations of the phone and postage policies may result in disciplinary action, up to and including termination of employment.

Non Smoking Work Environment

In keeping with our intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. This policy applies equally to all employees, customers, and visitors. When employees do smoke, they should dispose of smoking materials properly.

Computer and Email Usage

Computers, computer files, the email system, and software furnished to employees are the Company's property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored. We strive to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the use of computers, voice mail and the email system in ways that are disruptive, offensive to others, or harmful to morale are prohibited. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off color jokes, or anything that may be construed as harassment or showing disrespect for others.

Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters. Using your Company email address or any Company email address for non-work purposes is prohibited.

The Company purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Company does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. The Company prohibits the illegal duplication of software and its related documentation.

Employees should notify their supervisor or the director of employee services upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Internet Usage

Internet access to global electronic information resources on the World Wide Web is provided by the Company to assist employees in obtaining work-related data and information. The following guidelines have been established to help ensure responsible and productive internet usage. Internet usage is intended for job-related activities. Occasional, brief personal use is permitted within reasonable limits. All internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of the Company and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the internet remain at all times the property of the Company. As such, the Company reserves the right to monitor internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems. Data that is composed, transmitted, accessed, or received via the internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be posted on the internet. Employees are also responsible for ensuring that the person sending any material over the internet has the appropriate distribution rights. Internet users should take the necessary anti-virus precautions before downloading or copying any file from the internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression. All anti-virus software should be kept up-to-date.

Abuse of the internet access provided by the Company in violation of law or the Company policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

Workplace Violence Prevention

The Company is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the Company has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises. All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or

hazardous devices or substances are prohibited from the premises of the Company without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a patient, a business partner, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the employee's supervisor or to the director of employee services. This includes threats by employees, as well as threats by patients, business partners, customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, employees should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Employees should not place themselves in peril. If they see or hear a commotion or disturbance near their work area, they should not try to intercede or see what is happening.

The Company will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the Company may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

We encourage employees to bring their disputes or differences with other employees to the attention of their supervisor or to the director of employee services before the situation escalates into potential violence. The Company is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

Lactation Accommodation

The Company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk. If possible, the break should coincide with already scheduled breaks and lunch times. The Company will provide employees with the use of a private room or office other than the bathroom so that they are able to express privately and comfortably.

Drug and Alcohol Use

It is our desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on the Company's premises and while conducting business-related activities off the premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment. Such violations may also have legal consequences.

Sexual and other Unlawful Harassment

The Company is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated. The harassment policy, grievance procedures and complaint forms are posted in every office.

If an employee experiences or witnesses sexual or other unlawful harassment in the workplace, he or she should report it immediately to a supervisor, human resources or any member of the Management team. An employee can raise concerns and make reports without fear of reprisal or retaliation. All allegations of harassment will be quickly and discreetly investigated. To the extent possible, the reporting employee's confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the reporting employee will be informed of the outcome of the investigation.

Any member of the Management who becomes aware of possible sexual or other unlawful harassment must immediately advise the director of employee services or any member of the Management team so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Maine Organic Farmacy Harassment Policy

The Company is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, marital status, disability or any other legally protected characteristic will not be tolerated. Harassment undermines the employment relationship by creating an intimidating, hostile work environment, and will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser and behavior that creates an intimidating, hostile or offensive work environment.

Individuals who believe they have been subjected to harassment should make it clear to the offender that such behavior is offensive to them, and should immediately bring the matter to the attention of their supervisor, or the director of employee services. In fulfilling the Company's obligation to maintain a positive and productive work environment, all employees of the Company are expected to immediately help to halt any harassment of which they become aware by emphasizing this policy and by bringing the matter to the attention of one of the individuals listed above.

It is important for employees who feel that they have been harassed to report incidents to the Management so that an investigation may be immediately undertaken and appropriate action taken. An employee will not be retaliated against for pursuing a claim of harassment.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. Employees involved in a harassment investigation will be expected to maintain confidentiality and not engage in discussions of the incident either in or out of the workplace. Upon the conclusion of this investigation, the employee will be notified of the outcome of the investigation and advised of any corrective, preventative, or disciplinary action taken.

The Company considers harassment and retaliation against any employee reporting harassment to be a major offense. Any employee found to have engaged in harassment or retaliation will be subject to disciplinary action, up to and including immediate termination of employment.

Punctuality and Attendance

To maintain a safe and productive work environment, the Company expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the Company. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they must personally notify their supervisor, or the designated person in their office, as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

Dress Code

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the Company presents to patients. During business hours or when representing the Company, you are expected to present a clean, neat, and tasteful appearance. Employees should dress and groom themselves according to the requirements of their position and accepted social standards. This is particularly true if their job involves dealing with patients in person. In addition the Company requests that all employees refrain from wearing any perfume or cologne as some of our patients are sensitive to smells.

Supervisors are responsible for establishing a reasonable dress code appropriate to the job each employee performs. If a supervisor feels that his or her employee's appearance is inappropriate, then the employee may be asked to leave the workplace until he or she is properly dressed or groomed. Under such circumstance, the employee will not be compensated for the time away from work. Employees should consult their supervisor if they have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

The Company will require a company issued uniform for any employee involved with the growing operation. Appropriate dress in the growing area will be required and the Company will supply the uniform as well as appropriate private space for employees to change.

Company Property

Employees are responsible for items issued or given to them for use during their employment with the Company. These items may include:

- Patient information, including notes, files and emergency information
- Business partner information
- Credit cards
- Equipment

- Keys
- Manuals
- Written materials
- Cell phones
- Computer equipment/lap top computers

Employees must return all Company property immediately upon request or upon termination of employment. Where permitted by applicable laws, the Company may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The Company may also take all action deemed appropriate to recover or protect its property.

Discipline

This policy describes the policy for administering fair and consistent discipline for unsatisfactory conduct at the Company.

The Company believes it is important to make sure that all employees are treated fairly and that disciplinary actions are prompt, consistent, and impartial. The major purpose of a disciplinary action is to correct the problem, prevent it from happening again, and prepare the employee for satisfactory performance in the future.

Although employment is based on mutual consent and both you and the Company have the right to terminate employment at will, with or without cause or advance notice, the Company may use discipline at its discretion.

Disciplinary action may include any of the following: verbal warning, written warning, suspension with or without pay, or termination of employment. The Company will look at how severe the problem is and how often it has happened when deciding which action to take. Some types of employee problems may justify either a suspension or termination of employment without prior disciplinary action. The Company hopes that most employee problems can be corrected at an early stage, benefiting both the employee and the Company.

Problem Resolution

The Company is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the Management. The Company strives to ensure fair and honest treatment of all employees. Management and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern to the Management of the Company. No employee will be penalized, formally or informally, for voicing a complaint with the Company in a reasonable, businesslike manner.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to discuss it with their supervisor. If the employee believes that the discussion did not resolve the problem they are encouraged to contact the director of employee services.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and Management develop

confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment and helps to ensure everyone's job security.

Workplace Etiquette

The Company strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. The Company encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

The following workplace etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of co-workers and the work environment. These rules should be followed at all times. Please contact the director of employee services if you have comments, concerns, or suggestions regarding these workplace etiquette guidelines.

- Be conscious of HIPAA regulations and do not discuss confidential information in an area where it can be overheard.
- Follow HIPAA guidelines for disclosure of information.
- Return copy machine and printer settings to their default settings after changing them.
- Replace paper in the copy machine and printer paper trays when they are empty.
- Keep the area around the copy machine and printers orderly and picked up.
- Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
- Try to minimize unscheduled interruptions of other employees while they are working.
- Be conscious of how your voice travels and try to lower the volume of your voice when talking on the phone or to others in open areas.
- Keep socializing to a minimum and try to conduct conversations in areas where the noise will not be distracting to others.
- Try not to block walkways while carrying on conversations.
- Refrain from using inappropriate language, including swearing.
- Avoid discussions of your personal life/issues in public conversations that can be easily overheard.
- Monitor the volume when listening to music, voice mail, or using speakerphone.
- Clean up after yourself and do not leave behind waste or discarded papers.

New Employee Probationary Period

All new employees of the Company will be placed on a 90 day probationary period. During this time employees will be trained and coached closely in their position. This will allow for both the employee and the Company to assess whether or not it is a job match.

During this 90 day period any employee who fails the State mandated drug test will be immediately terminated. Drugs for which a prescription has been issued do not constitute a positive drug test.

Searches

Personal workspaces are subject to inspection without notice. This policy includes desks, computers, and personal property such as purses or bags. The Company reserves the right to conduct a personal body search if the employee is suspected of stealing.

Theft

The Company will work with the Sanford Police Department if an employee is caught stealing or illegally distributing medical cannabis. Employees will be arrested and punished to the full extent of the law

Door Protocol

All doors equipped with a fingerprint or biometric lock must only be open when in use. In all other circumstances, employees must immediately close any door that is left open.

Employee Acknowledgement Form

The employee handbook describes important information about the Company and I understand that I should consult my supervisor or the director of employee services regarding any questions not answered in the handbook.

I have entered into my employment relationship with the Company voluntarily and acknowledge that there is no specified length of employment. Accordingly, either the Company or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to the Company's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Only the Board of Directors has the ability to adopt any revisions to the policies in this handbook. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

Maine Organic Farmacy--HIPAA Employee Guidelines

What is HIPAA?

HIPAA stands for the federal law entitled the Health Insurance Portability and Accountability Act, which was passed in 1996. Regulations issued under HIPAA protect the privacy of health information for all Americans and went into effect April 14, 2003.

How does HIPAA affect professionals at Maine Organic Farmacy?

As professionals in the medical field, we are legally responsible to protect the health information of our patients. Special laws mandate the ways in which we store and share this information.

NOTE: All the patients we work with have a right to request a copy of our **Notice of Privacy Practices**, which explains how their health information will be used and their rights under this new privacy law.

What information does HIPAA protect?

The HIPAA regulations safeguard Protected Health Information (PHI). Protected Health Information (PHI) includes an individual's:

- Health (Diagnosis)
- Provision of care (Services received)
- Payment of services (How payment will be made)
- Information which identifies the individual (Name, address, social security, etc.)

When can PHI be shared?

Protected Health Information (PHI) may be shared for:

- Treatment (e.g., diagnosis, preferences etc.)
- Payment (e.g., billing for services)
- Health Care Operations (e.g. such as quality assurance, program oversight)

When sharing information for Treatment, Payment and Health Care Operations, how *much* information may I share?

For the purposes of payment and health care operations the *minimum information necessary* should be shared. For purposes of treatment the concept of *minimum information necessary* should not impede the free flow of information necessary to ensure comprehensive treatment.

When do I need a special consent or authorization to share PHI?

While Maine Organic Farmacy has patients sign releases required by the State of Maine with which we do business, we may require a "specific release, consent or authorization" be signed under other circumstances not related to "treatment, payment, or health care operations." Our employees should acquire these specific releases from patients before disclosing the "minimum information necessary" to other third parties. Some examples of

these third parties are caregivers, family members or other supports to the patient. In these cases, it is very important to: 1) explain carefully to patients what they are agreeing to; 2) use the Company's standard consent/authorization/release form; and 3) put the release in the patient's file.

Are there other circumstances where information may be disclosed without consent?

There are a number of possible situations where this information can be disclosed for "public need" purposes without consent. These include, but are not limited to, government audits and investigations, public health and safety, and a Subpoena from the courts.

What are the steps we need to take to protect the patient's PHI?

- Discussion:** Don't discuss information about patients in a public place where others can overhear.
- Files:** Make sure files are not kept where unauthorized people can see them and that they are locked away when not in use. Files should not be left open on a table unattended.
- Fax:** Only send faxes to authorized users of PHI. When sending a fax, make sure an authorized person is on the other end to receive it.
- Computers:**
- 1) Computer files containing PHI should only be accessible to our staff and password protected to prohibit unauthorized access. Only share file passwords with others authorized to access the information.
 - 2) Your computer screen should face away from public viewing when unauthorized people are in the office.
 - 3) When stepping away from a computer in use, you can protect patient information by either closing all the files or using a screen saver (if possible, with password protection).
 - 4) Do not send PHI by e-mail unless it is encrypted with a password.

What do I do if I accidentally give out PHI to an unauthorized party?

You must tell your supervisor, who should notify our director of employee services. You will need to complete an Improper PHI Disclosure Form and forward the form to the director of employee services, who will record the error in a log or file. This file or log will be maintained by the director of employee services.

How do I dispose of documents containing PHI?

Anything containing PHI has to be disposed of in a way that makes the information unreadable. (For example: use a shredder)

If I don't know whether or not to give out information, whom do I talk to?

You should speak to your supervisor or our company's director of employee services

I have read and understand the information contained in this document. If I have any questions about HIPAA guidelines, I will ask my supervisor or another member of Maine Organic Farmacy's management.

Employee Name (Please Print)

Employee Signature & Date

E2 Retail Employee Policies:

Please see employee handbook for full list of policies that apply. Some key points of policy relating to the Retail employees are as follows:

1. No pets are ever allowed in the dispensary unless it is for a medical reason.
2. No personal visitors are ever allowed in the dispensary, without written consent from the Director of Employee and Patient services.
3. No cell phones, personal computers, or cameras are allowed in the dispensary. Please store these in the lockers in the changing room.
4. Never smoke or carry any tobacco products in the dispensary. Tobacco is poison to marijuana plants.
5. Never prop open any door.
6. Retail employees are restricted from accessing the dispensary facility unless approved by the cultivation manager.
7. Wear disposable rubber gloves, or use tongs if you will be touching any of the marijuana.
8. All marijuana sales must be weighed by a second employee; never complete a sale by yourself.

E2 Retail Employee Daily Operating Procedures

1. Employees fill out time card upon checking in for work.
2. Before opening, employees must clean the dispensary which includes vacuuming, dusting, and wiping clean the glass dispensaries. (only organic products will be used to clean the dispensary)
3. Wash your hands thoroughly before work, after a break, after eating, or after using the restroom.
4. Print off ICDB Retail inventory report.
5. Verify all inventory and its documented weight.
6. If there are any discrepancies, fill out the Inventory Discrepancy Report (C2M4_InventoryDiscr) and give it to the Director of Employee/ Patient Services.
7. Review prior day Retail Checklist (sample below) for notes or special instructions. This step is imperative, as it is how retail employees can communicate with one another.
8. Complete and document current day actions listed on Retail daily checklist (see below)
9. For any returning patients, request they submit the Patient Tracking Sheet (C2M7_PatientTrackingSheet).
10. During marijuana sales, ensure the product weight is verified by a second employee.
11. Update the PTDB with all sales. This is imperative!
12. If you receive any feedback from patients or caregivers with concerns about the marijuana quality, you must fill out an Incident Management Response Form (C2M7_IncidentMgmtResponseForm) and give it to the Director of Patient Services.
13. At the end of the day, ensure all information received from Patient Tracking Sheet is updated in the PTDB.
14. Store your retail daily operating checklist in the appropriate folder.

RETAIL DAILY OPERATING CHECK LIST

Date: _____

Completed by: _____

ACTION	Y/N	Notes
Review prior day Checklist		
Cleaning		
Vacuum		
Dust		
Clean display cases		
Retail Inventory Check		
Print off report		
Verify all products are present		
Verify all weights		
Fill out discrepancy report if necessary		
Patient Sales		
Ensure all sales are entered in PTDB		
Update PTD with Patient Tracking Information		

E2 Growing & Cultivation Policies:

Please see employee handbook for full list of policies that apply. Some key points of policy relating to the Growing and Cultivation employees specifically are as follows:

1. No pets are ever allowed in the growing or cultivation areas.
2. No personal visitors are ever allowed in the growing or cultivation areas, without written consent from the Cultivation manager stating why and for what purpose the visitor is allowed.
3. No cell phones, personal computers, or cameras are allowed in the growing or cultivation areas. Please store these items in the changing room lockers.
4. Never smoke or carry any tobacco products into the growing or cultivation areas. Tobacco is poison to marijuana plants.
5. Wear disposable rubber gloves when you are touching the plants
6. Never prop open any door.
7. All plant and product movement must be monitored by another employee. Never move a plant by yourself.

E2 Growing & Cultivation Daily Operating Procedures

1. Employees fill out time card upon checking in for work.
2. Employees will put on provided company uniform, including footwear. Uniforms are laundered daily with no pockets. Shoes are never to be worn outside of the facility. This is required dress for cultivation areas.
3. Wash your hands thoroughly in the Changing room
4. Print off ICDB inventory report
5. Verify all inventory is present and in documented state
6. Weigh all marijuana in storage and compare to inventory report
7. If any discrepancies, fill out the Inventory Discrepancy Report and give it to the Cultivation Manager.
8. Review prior day Cultivation Checklist for notes or special instructions. This step is imperative, as it is how Cultivation employees can communicate any issues or concerns with the plants!!
9. Complete and document current day actions listed on daily checklist below.
10. Any inspection of plants should happen visually and with a 30X microscope when necessary.
11. If any plants or items need to be moved from one to another, this requires 2 people. One to manage doors, and space, and the other to move the item. Do not forget to document movement on your Cultivation Checklist for input into the ICDB.
12. Update the ICDB with all UID state changes at the end of the day and all new UID created.
13. Store you cultivation daily operating checklist in the appropriate folder.

CULTIVATION DAILY OPERATING CHECKLIST

Cultivation Checklist Dated: _____

Completed By: _____

	Y/N	Notes
Growing and Cultivation Daily Activities		
Check for proper temperature		
Check for proper humidity		
Check all light sources		
Monitor all plants for fungi, molds, pests		
Cull any weak or diseased plants		
Monitor root growth		
Growing and Cultivation Weekly Activities		
Repot clones if necessary		
Repot small plants if necessary		
Plant Flushing		
Inspect plants		
Hose down concrete floor		
Manicuring and Drying		
Manicure buds		
Monitor all plants for fungi, molds, pests		
Rotate all plants		
Curing		
Put cut plant in glass containers		
Monitor sweating		
Check for proper temperature		
Check for proper humidity		
Check for mold and pests		
If ready, seal in airtight containers		
Notes/Special Instructions		

INVENTORY CONTROL MEASURES

Inventory Control will be achieved using the UID numbering system, Inventory Control Database (ICDB), and the Patient Tracking Database/ POS system (PTDB).

Maine Organic Farmacy has put in place a detailed numbering scheme (UID) to label all marijuana from seedling through to retail packaging. All the UIDs are documented in the ICDB. Daily reports are produced for management which documents any unusual activity, or activity that brings marijuana to state of disposed, or sold. Procedures require employees to check the inventory daily against the database, and report any discrepancies to management. The procedures also require the employee to do nightly updates of UIDs if there have been any state changes.

The Patient Tracking Database/ POS, will be utilized by the dispensary retail staff. No marijuana can be sold without entering it into this system. The PTDB will not allow a sale of marijuana to be executed unless the patient is legally able to purchase medicine on that day. Dispensary staff are required to do a daily inventory check of what is in the ICDB in a state of Retail, and verify the weights. Any discrepancy in missing marijuana or weight variance outside of tolerance levels are immediately reported to management.

Please see answer to section Criteria 2, Measure 4 for a detailed description of Inventory Control technology and procedures.

Food Preparation Policies

Introduction

All food purchased, supplied, and provided at Maine Organic Farmacy dispensary must comply with proper food hygiene standards to ensure the safety and health of both providers and consumers. These procedures are to complement the relevant State regulations and Local Government requirements for such food services, pursuant to section 6.7 of the Rules Governing the Maine Medical Use of Marijuana Program (Maine Department of Health and Human Services Division of Licensing and Regulatory Services 10-144 CMR Chapter 122)

Food Hygiene Mission

The maintenance of good food hygiene shall be achieved through ensuring that:

- Education of our employees on food processing procedures
- Food preparation, handling, and storage areas are kept clean; and food handlers maintain good standards of personal hygiene at all times
- All foods are cooked properly, especially those products containing eggs
- Foods are kept at the right temperature, with chilled foods maintained cold and hot foods cooled as quickly as possible and then chilled
- Raw foods are separated from ready-to-eat foods in order to avoid cross-contaminating

ServSafe Certification

All employees working in the kitchen or working with food processing will be required to be ServSafe certified in a basic food safety course. The class will be subsidized by Maine Organic Farmacy and be taken locally or on-line. The course will cover:

- Time/Temperature Control
- Cross Contamination Prevention
- Cleaning & Sanitation
- Other Food Safety Measures

Personal Hygiene Requirements

1. Thoroughly wash and dry hands regularly, in particular:
 - Before handling food
 - Immediately after handling raw food
 - After using the bathroom
 - After handling money
 - After blowing your nose, sneezing or coughing
 - After breaks
2. Wear clean clothes, clean apron, protective food handling gloves, and where practicable, utilize food handling tongs
3. Tie hair back and use a hair net
4. Cover cuts or sores with clean waterproof dressings
5. Avoid wearing jewelry, false nails; or other items that might fall into food
6. Avoid touching your face or hair
7. Do not cough or sneeze over food
8. Do not smoke near food

Illness

Food handlers with symptoms of food poisoning, such as diarrhea, vomiting or stomach pains, must not handle food and must leave food preparation areas immediately. All other illnesses must be reported to the Director of Employee/ Patient services who will then determine if these conditions pose a risk of spreading bacteria or disease to the food.

Hand washing Technique

Following correct handwashing procedures is one of the most important steps in preventing food borne illness. To correctly wash your hands:

- Wet hands with warm water
- Use soap and lather for 20 seconds and then wash them off
- Dry hands on a single use paper towel
- Repeat-wash your hands as frequently as possible

Storing Food

Stored foods must clearly display 'Use by' or 'Best Before' dates with:

- Raw food kept away from ready to eat foods
- Fridges must not be overloaded
- Dried foods stored off the floor, in suitably sealed containers

Refrigerated Food Storage Requirements

Food that needs refrigeration must be kept at 41 degrees F or below. Setting the refrigerator temperature at 38 degrees F will insure food will be kept out of the danger zone. Placing a thermometer in the refrigerator will allow the observation of the temperature inside the refrigerator. This is suggested since the temperature can increase every time the refrigerator door is opened.

Freezer Food Storage Requirements

Foods that are to be stored in the freezer should be kept at 0 F or below. When food is stored frozen, it will prevent bacteria from multiplying because there is no water available for bacterial growth.

Food Preparation

Food should be handled so as to prevent contamination and handlers should:

- Use different chopping boards/work surfaces, equipment and utensils for raw and ready-to-eat food
- Clean equipment and surfaces thoroughly before and after use
- Avoid unnecessary handling of food
- Minimize the time chilled food remains out of the fridge

Temperature Testing for Cookies and Brownies

- Cookies should be evenly golden in color.
- Cookies usually cool on a baking sheet for 1-2 minutes before removing. The residual heat from the cookie sheet will continue baking the cookies, so if the cookies don't look quite done in the center, they will finish baking in this short time.
- When cookies look done, they are done. Make sure to follow the doneness instructions in the recipe.
- Brownies are usually considered done when you 'observe a dry, shiny crust'.

Temperature Testing for Cakes

- A toothpick inserted in the center of the cake will come out either clean or with only a few crumbs clinging to it. If there is uncooked batter or many damp crumbs on the toothpick, return the cake to the oven and continue baking. Check after 3-4 minutes if the cake isn't quite done when first tested.
- When a cake is done, the edges will begin to pull away from the sides of the pan. This is an indication that the internal cake structure is firm and will hold after the cake is removed from the oven.
- Usually cakes are baked until they are an even golden brown color over the entire surface. The edges can be slightly darker.

Cleanliness

Food service facilities, equipment, and surfaces must be kept clean and where necessary disinfected according to an established cleaning schedule. Waste shall:

- Not be permitted to build up in food areas
- Be stored in a clean area
- Be removed frequently
- Not cause a tripping, slipping, or obstruction hazard

Food Poisoning

Any suspected or confirmed cases of food poisoning must be reported to the Director of Employee/ Patient services as soon as possible.

QUALITY CONTROL MEASURES

Quality control is managed through using high quality marijuana seeds, best organic growing practices, and daily operating procedures.

Maine Organic Farmacy will start all marijuana from high quality seeds. We will grow a number of plants from seeds, but only expect to keep 20-30% of those plants, as that is the amount of plants we forecast will meet our quality requirements. Once we have identified the strongest, healthiest plants, we will use a procedure called cloning to replicate the plant. Cloning has the benefit of being a complete replica of the “mother” plant, all DNA is transferred from the mother to the clone.

By using best organic growing practices Maine Organic Farmacy is ensuring quality marijuana to our patients. The cultivation room will have constant circulation and ventilation to protect against mold. Procedures call for daily checks of temperature and humidity to ensure the plant is in the proper environment. Daily checks for pests and mold will result in early detection of any plant in distress, and immediate removal of that plant to quarantine room.

Please see answers to Criteria 2 Measure 2, Criteria 2 Measure 4, and E2_CultProcedures; for a detailed description of Maine Organic Farmacy’s quality control procedures.

ADMINSTRING OPTIONS OF MARIJUANA

Maine Organic Farmacy will offer patients assistance in choosing the right way for them to administer marijuana. It can be smoked, vaporized, eaten, drunk, swallowed, applied under the tongue, or rubbed on topically in a cream form. Maine Organic Farmacy will work with each patient in determining the form that works best for them.

During the initial patient in-take meeting, all of the below methods will be fully discussed by the retail specialist and the patient.

Smoking

Smoking marijuana produces the most immediate effects and permits the most refined control of your dosage. Smoking any material is not good for the lungs; however, the amount of marijuana you need to smoke is normally small; therefore, each patient must assess the affects smoking marijuana has on his/her overall health.

When choosing to smoke marijuana, patients have a variety of options to assist them with smoking:

- A cigarette or joint can be rolled from broken up and dried marijuana flowers. Patients can choose from flavored or unflavored papers. Patients are also able to control the size of the joint by determining how much medicine they choose to use. Joints deliver fast-acting medicine. Joints are not right for everyone as the patient is required to inhale smoke, which can be an irritant to the lungs. Patients should be aware that this option generally uses more medicine than others because some of the medicine is burned off in the smoking process.
- Pipes can be used to smoke marijuana. Pipes come normally made out of glass, metal, or wood and come in a variety of sizes and shapes. Like joints, a pipe delivers fast-acting marijuana. Pipes, like joints, are not right for everyone as the patient is required to inhale smoke, which can be an irritant to the lungs. Using a pipe allows the patient to decide how much medicine to smoke.
- Water pipes or bongs can also be used to smoke marijuana. Water pipes filter the marijuana smoke through water before it is inhaled. This allows for larger particles to be filtered out and also provides a cooling effect to the smoke, which some patients find easier on their mouth, throat, and lungs. Like joints and pipes, a bong will deliver a fast acting medicine; but it is not right for everyone as the smoke inhaled can still be an irritant to the lungs.

Vaporizing

Marijuana vaporizers are designed to let patients inhale active cannabinoids while avoiding harmful smoke toxins that could be irritating to the mouth, throat, and lungs. Vaporizers heat marijuana to a temperature that is just below the point of combustion where smoke is produced. At this point, THC and other medically active cannabinoids are emitted with little or none of the carcinogenic tars and noxious gases found in smoke. Many medical marijuana patients who find smoked marijuana highly irritating report effective relief inhaling through vaporizers. Also, vaporizers are very efficient so they

can save money in the long term. Maine Organic Farmacy will work with patients on how to properly operate a vaporizer.

Eating

Marijuana can be cooked or baked into many common foods. Marijuana is generally cooked down to a liquid form using honey, butter, or oil. The infused liquid can then be added to recipes, creating an edible form of marijuana. Many patients choose this alternative as it does not require any inhaling of smoke or vapors. The effects can take up to a hour to set in but may last up to twelve hours. When first eating marijuana-infused food, patients should be cautious as dosage needs vary from patient to patient; and over indulging may lead to feelings of queasiness. Maine Organic Farmacy will work with patients to find their proper dosage.

Tinctures

Tinctures are marijuana that has been broken down in alcohol. Tinctures are made by adding marijuana to alcohol and then allowing it to sit for up to 3 weeks. The strained liquid can then be administered to a patient, using a dropper for dosage. The drops can be added to a beverage or directly placed under the tongue. This, like eating, is another non-smoking method, which can take up to 30 minutes for effects to be felt and can last up to 8 hours. Maine Organic Farmacy will work with patients to find their proper dosage.

Lotions

Lotions infused with marijuana are used topically to help with skin, muscle, and joint pains. Patients report that the lotions help with inflammation, aches, spasms, and skin ailments such as psoriasis, eczema and hives.

Products/ Potency/ Dosage/ Tolerance/ Abuse

Patients who sign up with Maine Organic Farmacy will find several different medical marijuana strains available. While a doctor might be able to decide which strain is best for a patient's specific problem, Maine Organic Farmacy will have knowledgeable staff that can walk patients through the different marijuana types.

There are two basic strains of marijuana: Sativa and Indica. They represent the opposite ends of the spectrum and have different medicinal effects. There are also many combined options called hybrids.

Sativa: Sativa tends to have an energetic and uplifting feeling. The effect is often described as less potent than Indica. Patients may prefer to consume Sativa during the day which will allow them to maintain a higher level of energy while also experiencing an increase in mood; however, the gentler effects may not treat all problems.

Indica: Indica causes relaxation, stress relief, and an overall sense of calm. Indicas are used to treat a large number of ailments due to the more potent effect it has. It is great at relieving pain, increasing appetite, and lessening stress. Indica has also been shown to reduce inflammation and high eye pressure associated with glaucoma. Since Indica can have a much stronger effect, this strain isn't always preferred by those with more mild conditions.

Hybrids: Hybrids contain Indica and Sativa characteristics, combined into one option.

Potency: Potency of all marijuana and marijuana infused products (edibles, tinctures or lotions) will be clearly labeled with the potency level. Maine Organic Farmacy will educate all patients on the different potency levels, how to read the labels and help them find the level that is right for their individual treatment. Choosing the right potency is very important. A patient who chooses a potency that is too strong for their needs may be left feeling tired, queasy or anxious. A patient who chooses a potency that is too low may be left feeling under treated, in pain, sleepless or nauseous. All patients are going to require a different level of potency depending on their illness or disease and symptoms. Maine Organic Farmacy will ensure that each patient receives the guidance they need on choosing the best potency to alleviate their symptoms. Below is a chart of the available strains at Maine Organic Farmacy and their potency on a scale of mild, moderate and strong. The potency categories correlate with the level of THC expected in the strain. Mild potency should be from a plant that has 5%-10% THC levels, Moderate should be from a plant that has 10%-20% THC levels and Strong is for any strain with over a 20% THC level.

Strain & Use	Indica	Sativa	Hybrid	Potency
Big Bud: Pain management, appetite stimulant, sleep disorders			X	Mild 8-15%
Afghan: Pain management	X			Moderate 10-15%
California: Sleep disorders, appetite stimulant, anti-depressant		X		Mild 8-15%
Amsterdam: Pain management, appetite stimulant, sleep disorders,	X			Moderate 15-20%
Cheese: Pain management, appetite stimulant, sleep disorders			X	Strong 20-25%
Durban Poison		X		Moderate 14%
Crystal Rain: Pain management, appetite stimulant			X	Moderate 15-20%
Purple Power: Appetite stimulant, sleep disorders, anti-depressant		X		Moderate 15-20%
Northern Lights: Appetite stimulant, sleep disorders, anti-depressant	X			Moderate 15-20%
Easy Rider: Appetite stimulant, anti-depressant			X	Moderate 15%
Hindu Kush: Pain management	X			Strong 20-25%
Strawberry Ice: Pain management, appetite stimulant, sleep disorders, anti-depression			X	Strong 20-25%
Medijuana: Pain management			X	Strong 25%
White Widow: Pain management	X			Strong 20-25%
Carmelicious: Pain management, appetite stimulant, sleep disorders, anti-depression			X	Strong 17-20%

Maine Organic Farmacy has created a Patient Tracking Sheet (C2M7_Patient Tracking Sheet) that is extremely valuable in our patient's ability to find the proper dosage. This tracking sheet logs the amount of marijuana a patient smoked and the effects of that dosage. Maine Organic Farmacy will request these sheets each time a patient returns to our dispensary. All information provided to us will be logged in our Patient Tracking Database. Maine Organic Farmacy will be able to analyze patients reported effects and dosage trend to assist them in administering the correct amount for their medical needs.

Dosage

Dr. Donald Abrams professor at the University of California published a research article in 2004 for CannabisMD.org, "Medical Cannabis: Rational Guidelines for Dosing". In this article Dr. Abrams concluded that dosage amounts need to ultimately be determined by the patient because there are so many factors that effect the amount he wrote:

"An experienced cannabis smoker can titrate and regulate dose to obtain the desired acute effects and to minimize undesired effects. Each puff delivers a discrete dose of cannabinoids to the body.

Puff and inhalation volume changes with phase of smoking, tending to be highest at the beginning and lowest at the end of smoking a cigarette...

Oral ingestion of THC or cannabis has quite different pharmacokinetics than inhalation. The onset of action is delayed and titration of dosing is more difficult...

Thus, a patient-determined, self-titrated dosing model is recommended. This self-titration model is acceptable given the heretofore-discussed variables as well as the low toxicity of cannabis."

Maine Organic Farmacy knowledgeable staff will work with each patient to determine their correct strain and dosage that best manages their diagnosis.

Tolerance

The NIMH Tolerance Study is a commonly cited marijuana study that concluded marijuana did not fit in to the classical sense of drug tolerance. The study showed that marijuana tolerance was more closely related to a level of comfort with the drug than a need to keep using more. Marijuana users feel that the longer they have used it does not translate directly to the amount they need instead it translated to a level of comfort and control with the drug. Many users feel that any undesirable side effects of marijuana like sleepiness, nervousness and anxiety all decreased or disappeared when using over a period of time. Patients feel that with longer use the more control they have in knowing exactly how much, of what kind and in what form of delivery best treats their diagnosis. Patients generally find a dosage and type which provides steady maintenance of therapeutic benefits and tolerance to the side effects.

Signs of Abuse and Dependence

Some of the signs that an individual is abusing marijuana include:

- Using it more than symptoms require
- Trying to acquire more than the state limit
- Unsuccessful efforts to cut down or quit
- Spending large amounts of time using marijuana
- Marijuana usage causing neglect in other parts of the patients life like work, friends and social activities
- Concerns from close family and friends

Maine Organic Farmacy staff will be trained on the signs of abuse and dependence and how to approach and assist patients. Maine Organic Farmacy will also have available materials from the National Institute of Drug Abuse and Narcotics Anonymous.

Withdrawal

Withdrawal from marijuana can consist of the following symptoms:

- Irritability
- Anxiety
- Physical tension
- Decreases in appetite
- Restlessness
- Insomnia
- Increased aggression or anger

It should be noted that not all patients report withdrawal symptoms. Maine Organic Farmacy will offer assistance to all patients who feel they are going through withdrawal including adjunct therapies and referral to other services specializing in drug withdrawal.

Marijuana Frequently Asked Questions

(Reprinted from pamphlets from the National Institute of Health & National Institute on Drug Abuse)

Q: What is marijuana? Are there different kinds?

A: Marijuana is a green, brown, or gray mixture of dried, shredded leaves, stems, seeds, and flowers of the hemp plant. You may hear marijuana called by street names such as pot, herb, weed, grass, boom, Mary Jane, gangster, or chronic. There are more than 200 slang terms for marijuana.

All forms of marijuana are mind-altering (psychoactive). In other words, they change how the brain works. They all contain THC (delta-9-tetrahydrocannabinol), the main active chemical in marijuana. They also contain more than 400 other chemicals. Marijuana's effects on the user depend on its strength or potency, which is related to the amount of THC it contains. The THC content of marijuana has been increasing since the 1970s. For the year 2006, most marijuana contained, on average, 7 percent THC.

Q: How is marijuana used?

A: Most users roll loose marijuana into a cigarette (called a joint or a nail) or smoke it in a pipe or water pipe, sometimes referred to as a bong. Some users mix marijuana into foods or use it to brew a tea. Another method is to slice open a cigar and replace the tobacco with marijuana, making what's called a blunt. Marijuana cigarettes or blunts sometimes contain other substances as well including crack cocaine.

Q: How long does marijuana stay in the user's body?

A: THC in marijuana is rapidly absorbed by fatty tissues in various organs. Generally, traces (*metabolites*) of THC can be detected by standard urine testing methods several days after a smoking session. In heavy users, however, traces can sometimes be detected for weeks after they have stopped using marijuana.

Q: How many teens smoke marijuana?

A: Contrary to popular belief, most teenagers do not use marijuana. Among students surveyed in a yearly national survey, only about one in seven 10th graders report they are current marijuana users (*that is, used marijuana within the past month*). Fewer than one in five high school seniors is a current marijuana user.

Q: Why do young people use marijuana?

A: There are many reasons why some children and young teens start smoking marijuana. Many young people smoke marijuana because they see their brothers, sisters, friends, or even older family members using it. Some use marijuana because of peer pressure.

Others may think it's cool to use marijuana because they hear songs about it and see it on TV and in movies. Some teens may feel they need marijuana and other drugs to help them escape from problems at home, at school, or with friends.

No matter how many shirts and caps you see printed with the marijuana leaf, or how many groups sing about it, remember this: You don't have to use marijuana just because you think everybody else is doing it. Most teenagers do not use marijuana!

Q: What happens if you smoke marijuana?

A: The way the drug affects each person depends on many factors, including:

- user's previous experience with the drug;
- how strong the marijuana is (*how much THC it has*);
- what the user expects to happen;
- where the drug is used;
- how it is taken; and
- whether the user is drinking alcohol or using other drugs.

Some people feel nothing at all when they smoke marijuana. Others may feel relaxed or high. Sometimes marijuana makes users feel thirsty and very hungry—an effect called "the munchies."

Some users can suffer bad reactions from abusing marijuana. They may experience sudden feelings of anxiety and have paranoid thoughts. This is more likely to happen when a more potent variety of marijuana is used.

Q: What are the short-term effects of marijuana use?

A: The short-term effects of marijuana include:

- problems with memory and learning
- distorted perception (*sights, sounds, time, touch*)
- trouble with thinking and problem solving
- loss of motor coordination; and
- increased heart rate.

Effects can be unpredictable, especially when other drugs are mixed with marijuana.

Q: What are the long-term effects of marijuana use?

A: Findings so far show that regular use of marijuana or THC may play a role in some kinds of cancer and in problems with the respiratory and immune systems.

- **Cancer**
It's hard to know for sure whether marijuana use alone causes cancer, because many people who smoke marijuana also smoke cigarettes and use other drugs. But it is known that marijuana smoke contains some of the same, and sometimes even more, of the cancer-causing chemicals found in tobacco smoke. Studies show that someone who smokes five joints per day may be taking in as many cancer-causing chemicals as someone who smokes a full pack of cigarettes every day
- **Lungs and airways**
People who smoke marijuana often develop the same kinds of breathing problems that cigarette smokers have: coughing and wheezing. They tend to have more chest colds than nonusers. They are also at greater risk of getting lung infections like pneumonia.
- **Immune system**
Our immune system protects the body from many agents that cause disease. It is not certain whether marijuana damages the immune system of people, but both animal and human studies have shown that marijuana impairs the ability of T-cells in the lungs' immune system to fight off some infections.

Q: Does marijuana lead to the use of other drugs?

A: It could. Long-term studies of high school students and their patterns of drug use show that very few young people use other illegal drugs without first trying marijuana. For example, the risk of using cocaine is

much greater for those who have tried marijuana than for those who have never tried it. Using marijuana puts children and teens in contact with people who are users and sellers of other drugs. So there is more of a risk that a marijuana user will be exposed to and urged to try more drugs.

To better determine this risk, scientists are examining the possibility that long-term marijuana use may create changes in the brain that make a person more at risk of becoming addicted to other drugs, such as alcohol or cocaine. Although many young people who use marijuana do not go on to use other drugs, further research is needed to determine who will be at greatest risk.

Q: How can you tell if someone has been using marijuana?

A: If someone is high on marijuana, he or she might

- seem dizzy and have trouble walking;
- seem silly and giggly for no reason;
- have very red, bloodshot eyes; and
- have a hard time remembering things that just happened.

When the early effects fade, over a few hours, the user can become very sleepy.

Q: If a woman is pregnant and smokes marijuana, will it hurt the baby?

A: Doctors advise pregnant women not to use any drugs because they could harm the growing fetus. Although one animal study has linked marijuana use to loss of the fetus very early in pregnancy, two studies in humans found no association between marijuana use and early pregnancy loss. More research is necessary to fully understand the effects of marijuana use on pregnancy outcome.

Studies in children born to mothers who used marijuana have shown increased behavioral problems during infancy and preschool years. In school, these children are more likely to have problems with decision making, memory, and the ability to remain attentive.

Researchers are not certain whether health problems that may be caused by early exposure to marijuana will remain as the child grows into adulthood. However, since some parts of the brain continue to develop throughout adolescence, it is also possible that certain kinds of problems may appear as the child matures.

Q: What does marijuana do to the brain?

A: Some studies show that when people have smoked large amounts of marijuana for years, the drug takes its toll on mental functions. Heavy or daily use of marijuana affects the parts of the brain that control memory, attention, and learning. A working short-term memory is needed to learn and perform tasks that call for more than one or two steps.

Smoking marijuana causes some changes in the brain that are like those caused by cocaine, heroin, and alcohol. Scientists are still learning about the many ways that marijuana can affect the brain.

Q: Can people become addicted to marijuana?

A: Yes. Long-term marijuana use leads to addiction in some people. That is, they cannot control their urges to seek out and use marijuana, even though it negatively affects their family relationships, school performance, and recreational activities. According to one study, marijuana use by teenagers who have prior antisocial problems can quickly lead to addiction. In addition, some frequent, heavy marijuana users develop "tolerance" to its effects. This means they need larger and larger amounts of marijuana to get the same desired effects as they used to get from smaller amounts.

Frequently asked questions from the National Institute for Drug Abuse

What are the physical signs of abuse or addiction?

The physical signs of abuse or addiction can vary depending on the person and the drug being abused. For example, someone who abuses marijuana may have a chronic cough or worsening of asthmatic symptoms. Each drug has short-term and long-term physical effects. Stimulants like cocaine increase heart rate and blood pressure, whereas opioids like heroin may slow the heart rate and reduce respiration.

For information on commonly abused drugs, see www.drugabuse.gov/DrugPages/DrugsOfAbuse.html, for a chart containing information on street and commercial names of abused drugs and their health consequences.

What is drug addiction?

Drug addiction is a complex, and often chronic, brain disease. It is characterized by drug craving, seeking, and use that can persist even in the face of devastating life consequences. Addiction results largely from brain changes that stem from prolonged drug use—changes that involve multiple brain circuits, including those responsible for governing self-control and other behaviors. Drug addiction is treatable, often with medications (for some addictions) combined with behavioral therapies. However, relapse is common and can happen even after long periods of abstinence, underscoring the need for long-term support and care. Relapse does not signify treatment failure, but rather should prompt treatment re-engagement or modification.

How quickly can I become addicted to a drug?

There is no easy answer to this common question. If and how quickly you become addicted to a drug depends on many factors, including your biology (your genes, for example), age, gender, environment, and interactions among these factors. Vast differences characterize individual sensitivity to various drugs and to addiction vulnerability. While one person may use a drug one or many times and suffer no ill effects, another person may overdose with first use, or become addicted after a few uses. There is no way of knowing in advance how quickly you will become addicted—but there are some clues, one important one being whether you have a family history of addiction.

How do I know if someone is addicted to drugs?

If a person is compulsively seeking and using a drug(s) despite negative consequences, such as loss of job, debt, family problems, or physical problems brought on by drug abuse, then he or she probably is addicted. And while people who are addicted may believe they can stop any time, most often they cannot, and will need professional help—first to determine if they in fact are addicted, and then to obtain drug abuse treatment. Support from friends and family can be critical in getting people into treatment and helping them to maintain abstinence following treatment. For information on substance abuse treatment providers, see: findtreatment.samhsa.gov or call 1-800-662-HELP.

If a pregnant woman abuses drugs, does it affect the fetus?

Many substances including alcohol, nicotine, and other drugs of abuse can have negative effects on the developing fetus because they are transferred to the fetus across the placenta. For example, nicotine has been connected with premature birth and low birth weight as has the use of

cocaine. Heroin exposure results in dependence in the newborn, requiring treatment for withdrawal symptoms. It is often difficult to tease apart the confluence of factors that go with drug abuse during pregnancy—poor nutrition, inadequate prenatal care, stress, and psychiatric comorbidities—all of which may impact fetal development.

Are there effective treatments for drug addiction?

Drug addiction can be effectively treated with behavioral therapies and, for addiction to some drugs such as heroin, nicotine, or alcohol, medications. Treatment will vary for each person depending on the type of drug(s) being used. Multiple courses of treatment may be needed to achieve success. Research has revealed 13 basic principles that underlie effective drug addiction treatment discussed in NIDA's [Principles of Drug Addiction Treatment: A Research-Based Guide](#).

Where can I find information about drug treatment programs?

For referrals to treatment programs, call **1-800-662-HELP**, or visit the Substance Abuse and Mental Health Services Administration online at <http://findtreatment.samhsa.gov/>.

Reprinted from the National Institute on Drug Abuse

What are the acute effects of marijuana use?

When marijuana is smoked, its effects begin immediately after the drug enters the brain and last from 1 to 3 hours. If marijuana is consumed in food or drink, the short-term effects begin more slowly, usually in 1/2 to 1 hour, and last longer, for as long as 4 hours. Smoking marijuana deposits several times more THC into the blood than does eating or drinking the drug.²⁸

Within a few minutes after inhaling marijuana smoke, an individual's heart begins beating more rapidly, the bronchial passages relax and become enlarged, and blood vessels in the eyes expand, making the eyes look red. The heart rate, normally 70 to 80 beats per minute, may increase by 20 to 50 beats per minute or, in some cases, even double.¹⁵ This effect can be greater if other drugs are taken with marijuana.²⁹

As THC enters the brain, it causes a user to feel euphoric - or "high" - by acting in the brain's reward system, areas of the brain that respond to stimuli such as food and drink as well as most drugs of abuse. THC activates the reward system in the same way that nearly all drugs of abuse do, by stimulating brain cells to release the chemical dopamine.^{30,31,32}

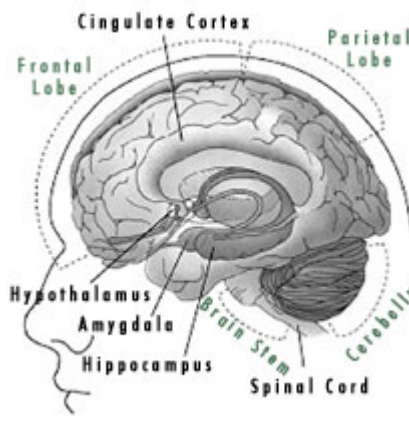
A marijuana user may experience pleasant sensations, colors and sounds may seem more intense, and time appears to pass very slowly. The user's mouth feels dry, and he or she may suddenly become very hungry and thirsty. His or her hands may tremble and grow cold. The euphoria passes after awhile, and then the user may feel sleepy or depressed. Occasionally, marijuana use produces anxiety, fear, distrust, or panic.

Heavy marijuana use impairs a person's ability to form memories, recall events ([see Marijuana, Memory, and the Hippocampus](#)), and shift attention from one thing to another.^{8,33} THC also disrupts coordination and balance by binding to receptors in the cerebellum and basal ganglia, parts of the brain that regulate balance, posture, coordination of movement, and reaction time.¹¹ Through its effects on the brain and body, marijuana intoxication can cause accidents. Studies show that approximately 6 to 11 percent of fatal accident victims test positive for THC. In many of these cases, alcohol is detected as well.^{34, 35, 36}

In a study conducted by the National Highway Traffic Safety Administration, a moderate dose of marijuana alone was shown to impair driving performance; however, the effects of even a low dose of marijuana combined with alcohol were markedly greater than for either drug alone³⁷. Driving indices measured included reaction time, visual search frequency (driver checking side streets), and the ability to perceive and/or respond to changes in the relative velocity of other vehicles.

Marijuana users who have taken high doses of the drug may experience acute toxic psychosis, which

includes hallucinations, delusions, and depersonalization - a loss of the sense of personal identity, or self-recognition.^{10,15} Although the specific causes of these symptoms remain unknown, they appear to occur more frequently when a high dose of cannabis is consumed in food or drink rather than smoked.

Marijuana's Effects on the Brain		
 <p>When marijuana is smoked, its active ingredient, THC, travels throughout the body, including the brain, to produce its many effects. THC attaches to sites called cannabinoid receptors on nerve cells in the brain, affecting the way those cells work. Cannabinoid receptors are abundant in parts of the brain that regulate movement, coordination, learning and memory, higher cognitive functions such as judgment, and pleasure.</p>	Brain Region	Functions Associated With Region
	Brain regions in which cannabinoid receptors are abundant	
	Cerebellum	Body movement coordination
	Hippocampus	Learning and memory
	Cerebral cortex, especially cingulate, frontal, and parietal regions	Higher cognitive functions
	Nucleus accumbens	Reward
	Basal ganglia <ul style="list-style-type: none"> • Substantia nigra pars reticulata • Entopeduncular nucleus • Globus pallidus • Putamen 	Movement control
	Brain regions in which cannabinoid receptors are moderately concentrated	
	Hypothalamus	Body housekeeping functions (body temperature regulation, salt and water balance, reproductive function)
	Amygdala	Emotional response, fear
	Spinal cord	Peripheral sensation, including pain
	Brain stem	Sleep and arousal,

		temperature regulation, motor control
	Central gray	Analgesia
	Nucleus of the solitary tract	Visceral sensation, nausea and vomiting

How does marijuana use affect physical health?

Marijuana use has been shown to increase users' difficulty in trying to quit smoking tobacco.³⁸ This was reported in a study comparing smoking cessation in adults who smoked both marijuana and tobacco with those who smoked only tobacco. The relationship between marijuana use and continued smoking was particularly strong in those who smoked marijuana daily at the time of the initial interview, 13 years prior to the followup interview.

A study of 450 individuals found that people who smoke marijuana frequently but do not smoke tobacco have more health problems and miss more days of work than nonsmokers do.³⁹ Many of the extra sick days used by the marijuana smokers in the study were for respiratory illnesses.

Even infrequent marijuana use can cause burning and stinging of the mouth and throat, often accompanied by a heavy cough. Someone who smokes marijuana regularly may have many of the same respiratory problems that tobacco smokers do, such as daily cough and phlegm production, more frequent acute chest illnesses, a heightened risk of lung infections, and a greater tendency toward obstructed airways.⁴

Cancer of the respiratory tract and lungs may also be promoted by marijuana smoke.⁴ A study comparing 173 cancer patients and 176 healthy individuals produced strong evidence that smoking marijuana increases the likelihood of developing cancer of the head or neck, and that the more marijuana smoked, the greater the increase.¹⁷ A statistical analysis of the data suggested that marijuana smoking doubled or tripled the risk of these cancers.

Marijuana has the potential to promote cancer of the lungs and other parts of the respiratory tract because it contains irritants and carcinogens.⁴⁰ In fact, marijuana smoke contains 50 percent to 70 percent more carcinogenic hydrocarbons than does tobacco smoke.⁴¹ It also produces high levels of an enzyme that converts certain hydrocarbons into their carcinogenic form, levels that may accelerate the changes that ultimately produce malignant cells.⁴² Marijuana users usually inhale more deeply and hold their breath longer than tobacco smokers do, which increases the lungs' exposure to carcinogenic smoke. These facts suggest that, puff for puff, smoking marijuana may increase the risk of cancer more than smoking tobacco does.

Some adverse health effects caused by marijuana may occur because THC impairs the immune system's ability to fight off infectious diseases and cancer. In laboratory experiments that exposed animal and human cells to THC or other marijuana ingredients, the normal disease-preventing reactions of many of the key types of immune cells were inhibited.¹⁶ In other studies, mice exposed to THC or related substances were more likely than unexposed mice to develop bacterial infections and tumors.^{14,43}

One study has indicated that a person's risk of heart attack during the first hour after smoking marijuana is four times his or her usual risk.⁴⁴ The researchers suggest that a heart attack might occur, in part, because marijuana raises blood pressure and heart rate and reduces the oxygen-carrying capacity of blood.

Marijuana, Memory, and the Hippocampus

Marijuana's damage to short-term memory seems to occur because THC alters the way in which information is processed by the hippocampus, a brain area responsible for memory formation. Laboratory rats treated with THC displayed the same reduced ability to perform tasks requiring short-term memory as other rats showed after nerve cells in their hippocampus were destroyed.⁶⁶ In addition, the THC-treated rats had the greatest difficulty with the tasks precisely during the time when the drug was interfering most with the normal functioning of cells in the hippocampus.

As people age, they normally lose neurons in the hippocampus, which decreases their ability to remember events. Chronic THC exposure may hasten the age-related loss of hippocampal neurons. In one series of studies, rats exposed to THC every day for 8 months (approximately 30 percent of their lifespan), when examined at 11 to 12 months of age, showed nerve cell loss equivalent to that of unexposed animals twice their age.^{67, 68, 69}

Health Consequences of Marijuana Abuse

Acute (present during intoxication)

- Impairs short-term memory
- Impairs attention, judgment, and other cognitive functions
- Impairs coordination and balance
- Increases heart rate

Persistent (lasting longer than intoxication, but may not be permanent)

- Impairs memory and learning skills

Long-term (cumulative, potentially permanent effects of chronic abuse)

- Can lead to addiction
- Increases risk of chronic cough, bronchitis, and emphysema
- Increases risk of cancer of the head, neck, and lungs

The Science of Medical Marijuana

THC, the main active ingredient in marijuana, produces effects that potentially can be useful for treating a variety of medical conditions. It is the main ingredient in an oral medication that is currently used to treat nausea in cancer chemotherapy patients and to stimulate appetite in patients with wasting due to AIDS. Scientists are continuing to investigate other potential medical uses for cannabinoids.⁷⁴

Research is underway to examine the effects of smoked marijuana and extracts of marijuana on appetite stimulation, certain types of pain, and spasticity due to multiple sclerosis. However, the inconsistency of THC dosage in different marijuana samples poses a major hindrance to valid trials and to the safe and effective use of the drug. Moreover, the adverse effects of marijuana smoke on the respiratory system^{4,5,6} will offset the helpfulness of smoked marijuana for some patients. Finally, little is known about the many chemicals besides THC that are in marijuana, or their possible deleterious impact on patients with medical conditions.

E 7 Incident Management Response Form and Process

Using the Incident Management Response Form (E7_IncidentMgmtForm) and by storing the documented information in the Incident Tracking Database ITDB, Maine Organic Farmacy will ensure identification, documentation, and reporting of incidents as appropriate under the guidelines set forth by the State of Maine.

All incidents must be documented by the employee who encountered the problem, and their manager notified immediately. Any incident that is reported to the state is also reported to the Board of Directors.

There are several types of issues that Maine Organic Farmacy will record, including:

- Theft of product-seeds, plants, product*
- Fire Damage
- Water Damage
- Pest Damage
- Patient concerns
- Caregiver concerns
- Employee issues
- Property Damage*
- Property Trespass*
- Patient or caregiver confidentiality*

*Note-Items marked require reporting to state authorities within one business day of incident detection. Detected incidents will be documented in the attached form and sent to the appropriate authorities. The form categories and input requirements are defined as follows:

- **Incident Date**-Date incident took place.
- **Incident Reporter**-The name person who filed the incident report.
- **Incident Type**-As defined in the accompanying list (Theft, Fire, etc.)
- **Incident Assessment**-Assessed level of damage/risk-1-3 (1 highest risk)
- **Authorities' Contacted**-Yes/No
- **Authority Name**-Name of authority contacted (DHHS officials, police)
- **Method of Notification**-Notice provided via email, letter, and phone.
- **Notification to Authority Date**-The date of notification to authorities.
- **Description**-A brief description of the incident.

Date and Time:
Employee Filing:

Incident Management Response Form

[illegible]

C1, Measure 9: The applicant shall describe how the dispensary will operate on a long-term basis as a non-profit organization and a business plan that includes, at a minimum, the following:

- A detailed description about the amount and source of the equity and debt commitment for the proposed dispensary that demonstrates the immediate and long-term financial feasibility of the proposed financing plan, the relative availability of funds for capital and operating needs; and the financial capability to undertake the project.
- A copy of the proposed policy regarding services to registered patients who cannot afford to purchase marijuana for medical purposes.
- The application indicates whether or not the applicant will accept unused excess marijuana from registered patients or caregivers, the process for assuring that the marijuana is not adulterated (how it will be tested) and how it will be redistributed (cannot be sold) to those registered patients who cannot afford marijuana for medical purposes.
- Projected income statements for the first three (3) years after implementation (forms to be supplied by the department).

Answer: Maine Organic Farmacy believes it has a business plan, and the people that will create a dispensary that will operate in Maine for as long as the state and patients need it to. Through excellent planning of space, hiring of terrific Maine talent, proprietary databases for inventory and patients, stringent security measures, and detailed process we will bring a successful non-profit company to York County. Maine Organic Farmacy has a very personal experience with patient illness, and we have the drive and desire to serve the Maine community. Maine Organic Farmacy is extremely excited to get the chance to open a non-profit in York County and looks forward to working with and for our neighbors.

The amount of patients and amount of marijuana purchased per month are key points in the numbers estimates. Colorado is currently showing a medical marijuana patient base of 1% of the population. Maine Organic Farmacy is using much lower numbers than that for budgeting in an effort to ensure we have enough capital, and to not overstate income. We are estimating 0.2% of the population in year one will be medical marijuana patients, and that 25% of those in York County (with a total population of 195,000) will be Maine Organic Farmacy patients. We estimate that each patient purchases approximately one ounce of marijuana each month at a rate of \$330 per ounce. The numbers for year two step up to 0.3% of the population, with 35% as Maine Organic Farmacy patients; and year three 0.3% of the population, with 50% as Maine Organic Farmacy patients.

We are estimating build out costs of \$70,000; nearly half will be security equipment. We will be creating microclimates in the warehouse which will make use of smaller environments to create the most efficient use of heating and cooling.

Our employees are what will ultimately decide our success. Maine Organic Farmacy has put together a team that brings diverse expertise to the company (see detailed resumes C1M9_Resumes).

Melanee Paul, as Executive Director, will bring with her 15 years of management experience. Her special talents are in cost control, and process and procedure development.

Megan Fernandez, as Director of Employee and Patient Services, has 10 years experience in the area of social services both in non-profit and for-profit programs. She has extensive experience

working with the Maine Department of Health and Human Services, and is an expert in following HIPPA guidelines.

Stephen Bischof, as Director of Information and Technology, will bring his technical skills to the team. Stephen has 10 years experience in software development, and web development.

Gale Bellew, as Cultivation Manager, will bring 20+ years of agriculture experience. Gale is a Master Grower who has a special interest in organic growth practices. Gale hosted apprentices, and gave classes on her organic farm in Hollis, Maine.

The detailed budget of Maine Organic Farmacy shows that it needs approximately \$350,000 in working capital in order to succeed. By month 15 the sales are projected to cover all expenses.

Maine Organic Farmacy will obtain the necessary financing once awarded the dispensary license. Based on forecasted budgetary needs, management will obtain a \$400,000 note with a five-year term which would sufficiently address startup and operating costs during the first two years of operation. The note will be obtained through traditional financing sources with loan insurance provided by the Finance Authority of Maine (subject to approval) if requested by the lender. Maine Organic Farmacy is currently working with Rick Rouillard at Kennebunk Savings Bank. Members of the Board of Directors have currently pledged \$150,000 as collateral to aid in obtaining financing.

Maine Organic Farmacy Seeds of Hope

Maine Organic Farmacy Seeds of Hope program will give back profits to patients who are in need of assistance. Unfortunately many chronically ill patients have difficulty maintaining employment and this leads to patients living at or below the Federal Poverty Level. For those living on a fixed income, such as social security, any extra expenses are not feasible. To help alleviate some of the financial strain on patients Maine Organic Farmacy will offer assistance through the Seeds of Hope program. Seeds of Hope will offer several programs which will include:

- **Discounted or Free Medicinal Marijuana:** Seeds of Hope will provide registered patients who cannot afford medicine assistance with some or all of the cost of medicinal marijuana. Patients will qualify based on income and a sliding payment scale will be used. In some cases this will result in a patient paying a reduced cost for their medication or paying nothing at all.
Patients wishing to participate in this program will meet privately with the Director of Patient Services to see if they are eligible for this program.
Seeds of Hope will also redistribute unused or returned medical marijuana through this program.
- **Transportation Reimbursement and Delivery:** Seeds of Hope will provide funding to ensure that all registered patients are able to receive their medical marijuana safely and efficiently by providing transportation reimbursement or delivery services. For those patients who are not able to leave their homes Seeds of Hope will provide the funding necessary to have a Maine Organic Farmacy employee deliver their medicine (see C1M9_Delviery for procedures). This will be done for all home bound patients and is not based on income.
Seeds of Hope will also offer mileage reimbursement to eligible patients. Mileage will be reimbursed at the rate set by the federal government and will be paid for each round trip made to Maine Organic Farmacy. Patients will qualify based on income.

Patients wishing to participate in this program will meet privately with the Director of Patient Services to determine eligibility.

- **Adjunct Therapies:** Maine Organic Farmacy believes strongly in the benefit of adjunct therapies for patients' illnesses. Seeds of Hope will provide funding for adjunct therapies to registered patients. These therapies will include, but will not be limited to: massage therapy, acupuncture, yoga, meditation, group therapy, and individual therapy. Patients will qualify for discounted or free therapies based on income and using a sliding scale. These therapies will be offered by registered professionals at the Maine Organic Farmacy facility.

Patients wishing to participate in this program will meet privately with the Director of Patient Services to determine eligibility.

- **Registration and Renewal Fees:** Seeds of Hope will provide funding to ensure all patients are able to pay their registration and renewal fees to maintain their Medicinal Marijuana Patient Registration. Patients will qualify for partial or full assistance with their fees based on income.

Patients wishing to participate in this program will meet privately with the Director of Patient Services to determine eligibility.

Eligibility or discounted services will be determined by patients' income. Patients seeking free or discounted services will meet with the Director of Patient Services to determine eligibility. The patient will be required to provide documentation of income such as W-2 form, pay stubs or verification of SSI income or TANF income. The chart below will determine how much of a discount a patient receives. Maine Organic Farmacy will follow federal poverty guidelines which are based on income and family size.

Income	Discount
Up to 150% of Federal Poverty Level	Free Services
151%-200% of Federal Poverty Level	65% Discount
201%-250% of Federal Poverty Level	30% Discount
251%-300% of Federal Poverty Level	15% Discount
Above 300% of Federal Poverty Level	No Discount

Along with discounted or free services for patients Seeds of Hope will also be donating 10% of profits to local programs that further the mission and values of Maine Organic Farmacy Patients and aid their patients. These programs could include but are not limited to Cancer Care of York County, Hospice of Southern Maine, Southern Maine Visiting Nurses, Cancer Care Massage Program and the Maine Aids Alliance.

Unused marijuana: Maine Organic Farmacy believes that as a full service provider of medicinal marijuana services, ensuring that we support patients and caregivers that would like to dispose of marijuana they possess is a service that we welcome and will support. In addition we feel it is socially responsible to redistribute the medical marijuana to those who cannot afford it; and are proud to support this process.

Registered patients and caregivers who bring excess or unused marijuana will have the ability to return the product back to the dispensary. Return procedures are as follows:

- Product must be transported using the original Maine Organic Farmacy dispensary packaging. If it is not returned in the original packaging, the patient or caregiver must bring a copy of the original trip ticket (C2M4_TripTicket). If neither of these criteria can be met, Maine Organic Farmacy will happily take the marijuana to dispose of it, but will not redistribute.
- Patients or caregivers will be requested to return the Patient Tracking Sheet (C2M7_Patient Tracking Sheet) with feedback surrounding the marijuana.
- Dispensary staff will look up the documented UID in the Inventory Tracking Database to verify its authenticity.
- Dispensary staff will analyze the marijuana using 200X microscopes to ensure there is no mold or pest infestation. If any contaminants are detected, the marijuana will be safely disposed of.
- Dispensary staff will test the marijuana for THC potency, using the Cannalytics kit.
- Once tested, the product is re-packaged, given a new UID and entered into the Inventory Tracking Database.
- The marijuana will then be properly distributed via our Seeds of Hope program, which makes available medicinal marijuana to those who cannot afford it.
- If during any of the analysis Dispensary staff has concerns about the marijuana (whether it be potency or alteration) it will be disposed of. All Dispensary staff will be required to err on the side of caution when analyzing returned marijuana product.

	Start Up Year 9/1/10 to 8/30/11	First Full Fiscal Year 9/1/11 to 8/30/12	Second Full Fiscal Year 9/1/12 to 8/30/13
Revenue:			
Marijuana Sales (in any form) to registered patients and caregivers	\$ 145,860	\$ 615,780	\$ 998,910
Paraphernalia Sales	2,210	9,330	15,135
Other Sales	-	-	-
Other Income	-	-	-
Total Revenue	148,070	625,110	1,014,045
Expenses:			
1- Payroll, taxes and fringe benefits	258,504	284,364	312,780
2- Cultivation	30,600	30,600	30,600
3- Supplies	6,105	4,665	7,568
4- Office Expenses	38,200	26,800	26,800
5- Utilities	12,000	12,000	12,000
6- Insurance	14,496	19,500	24,504
7- Interest	29,550	23,927	17,833
8- Depreciation/ Amortization	14,000	14,000	14,000
9- Leasehold Expenses	3,000	3,000	3,000
10- Rent	77,004	77,004	77,004
11- Bad Debt	-	-	-
12- Seeds of Hope & Patient Programs	4,376	32,267	75,766
Total Expenses:	487,835	528,127	601,855
Net:	(339,765)	96,983	412,190
Personnel Categories	6	7.5	9.5
Administration	1	1	1
Sales	3	4	5.5
Cultivation	2	2.5	3
Number of Patients	98	204	293
Estimated Price/Ounce	\$330	\$330	\$330

MELANEE PAUL

SKILLS

Management, Operations, Process and Procedure Development, Technical Sales Support

EXPERIENCE

2001–2010 Evare/ SS&C Technologies Burlington, MA

Director of Operations

Evare is a small financial data aggregation company located in Burlington Massachusetts. Evare has 35 full time employees. Evare's client base are Institutional Investment Managers, Broker Dealers, Institutional Banks, and third party vendors. Evare has over 300 clients that span the globe.

As Director of Operations at Evare I am responsible for the day to day management of production (10,000 inbound financial data feeds, and 7,500 outbound client feeds), onboarding of all clients, supporting technology, and managing expenses.

There is a staff of 20 who report to me, this includes: Customer Support, Implementation Managers, Project Managers, and Developers.

Some key highlights of my success at Evare:

- Implemented procedures that allowe Evare to increase it's client base 100% without adding any additional staff
- Reduced expenses in the last 18 months from 609K/ month to 385K/ month without affecting production or client satisfaction
- Increased revenue in the last 18 months from 350K/ month to 735K/ month
- Increased our Customer Support model to 24x5 in an effort to support our Asia/ Pacific clients
- Planned, and executed a SQL database upgrade from 2000 to 2008. The project took 16 months of planning and executing. There were no errors or issues reported after upgrade

Implementation Manager

As an implementation manager, I worked with clients to on-board them to the Evare service. All of Evare's services are tailored to meet our client's needs, there is no out of the box solution for implementation.

Client implementations average about four months. As the

implemenatation manager I would analyze clients current data processing and advise of best practices to increase their straight through processing rate.

Some key highlights of my success as an Implementation Manager

- Implemented 29 client in four years
- Designed a user interface, which allowed business analysts to plug and play with data files resulting in code
- Documented design procedures for implementing recon clients, settlement clients, and DDA clients
- Developed Evare's SWIFT ISO 15022 MT54X message from database to output

1996–2001 Mellon Financial Corp Everett, MA

SWIFT Project Manager

- Developed the data design for Mellon's SWIFT MT571 messages from proprietary database to industry standard message
- Daily reconciliation of Investment Manager's trades to their cash availability
- Analysis of failing trades to the global custody information database in an effort to recognize and resolve trade problems

EDUCATION

1992–1996 University of Rochester Rochester, NY

- B.A., Economics, concentration in Finance

INTERESTS

Family, walking, gardening, carpentry, food.

MEGAN FERNANDEZ

Summary of Qualifications:

- 10 years of experience in the area of Social Services both in non-profit and for profit programs.
- Managing government contracts and following Maine Care guidelines.
- Extensive experience working with the Department of Health and Human Services.
- Expert in following HIPPA guidelines to ensure client confidentiality.
- 6 years of case management experience working with clients from all different backgrounds including adults and children with developmental disabilities, physical disabilities, chronic illness, mental health diagnosis, veterans, recently released prisoners, high school students and welfare recipients.

Relevant Experience:

11/06- Current **Director**

Work Opportunities Unlimited Saco, ME

- Responsible for managing a social services company that receives close to \$1,000,000 in State, Federal and private revenue each year. As Director I am responsible for the supervision of 15 Career Resource Specialists. I work with the staff via their work plan for the creation and implementation of the client's career or youth development plan. I am responsible for maintaining the overall quality and compliance of the 75 current client programs. I am heavily involved in new business development with employers, as well as funding sources. These sources include federal, state or local governing entities along with schools boards. I maintain excellent relationships with referral sources such as social workers, judges, parole officers and guidance counselors. I am actively involved in day-to-day operational issues, and am also responsible for ensuring that company policies are properly maintained.

01/05-11/06 **Case Manager**

Living Innovations Home Care, Inc. Saco, ME

- As a Case Manager I was responsible for an average of 15 clients and their life programs. Worked with Direct Support staff offering supervision and management. Worked with clients in achieving their PCP goals. Worked on behavior plans and implementing therapies. Clients served consisted of adults with developmental disabilities and mental health diagnosis.

08/04-09/05 **Case Manager: Family Self-Sufficiency**

Nine Star Enterprises, Anchorage AK

- Assisted clients receiving temporary assistance to become self sufficient through employment. Assisted clients to identify barriers to employment. Developed client plans of action leading to self-sufficiency. Monitored client's progress. Conducted client follow up and determined need for supportive services. Prepared for and attend case review hearings for clients. Developed employment and training opportunities and made appropriate job matches and referrals for clients. Involved in conflict resolution with irate clients. Followed and implemented State and Federal rules for TANF.

01/02-01/03 **Case Manager: Employment**

Americorps VISTA, Sitka, AK

- Assisted Department of Labor clients who had been unemployed for over 12 months in finding work. Case load consisted of clients who had run out of government funded programs such as TANF, Unemployment, Workers Compensation or Veterans Benefits. Worked with clients one on one to identify barriers to employment and build skills necessary to overcome them.

Education & Training:

Bachelor of Science, Economics, University of Southern Maine, 2001

Americorps VISTA completion 01/03

Leadership and Management Training 2007

How to Supervise People in the Human Services Field, 2006

Conflict Resolution 2007

Team Building 2007

Stephen J. Bischof

TECHNICAL SKILLS

Languages: C#, Ruby, SQL, VBScript, Perl, JavaScript

Technologies: ASP.NET, ASP.NET MVC, JQuery, Entity Framework, WCF, XML, XSLT, HTML, Web Services, Windows Scripting, SourceSafe

Databases SQL Server 2000, SQL Server 2005

PROFESSIONAL EXPERIENCE

Data Link Developer, January 2002 - Present

Evare L.L.C., Burlington, MA

Build financial data feeds for the Evare Data Network. Evare provides a single connectivity point between clients and their counter-parties, subsidiaries and internal systems. Evare's services include financial data acquisition, enrichment, transformation and delivery.

- Building public web application to present information from multiple internal systems to customers using ASP.NET MVC 2, JQuery, Entity Framework, and Windows Communication Foundation.
- Built internal web application for project tracking using ASP.NET with C# and SQL Server 2005.
- Write C# class libraries to parse and process financial data files. File types include SWIFT, XML, BAI2, CSV, fixed length.
- Create C# classes representing financial data to be serialized as XML and stored in database
- Write C# class libraries to extract data from database, process data, and write formatted files.
- Automate file downloads from financial institution web sites using C#.
- Maintain XSL for transforming XML data into formatted files.
- Write Visual Basic scripts for file retrieval (FTP, dial-up, 3rd party clients), encryption, and formatting.
- Unit test code in development environment and test the work of others in QA environment.
- Schedule data extraction and file delivery through proprietary web-based application.
- Document administrative and production support procedures for implemented link.
- Perform analysis of file layout documents, test files, mapping tables, and communications information.

Technical Support, April 2000 - January 2002

Evare L.L.C., Burlington, MA

Provided technical support for fixed income accounting software used by local governments.

- Troubleshoot software issues, internet and dial-up connectivity, and financial calculations.
- Developed specifications for enhancements of the software based on customers needs.
- Reproduced customer issues for development and worked with quality assurance to test bug fixes.
- Performed client site installations and training.
- Maintained customer login information and account entitlement for financial reporting web interface.
- Documented processes and created customer support manual.

Accountant, November 1997 - April 2000

Caliper Corporation, Newton, MA

Part of a two person accounting department for a Geographic Data Software company.

- Gathered data and prepared spreadsheets for journal entries.
- Prepared all customer invoices, quotes, and statements and applied all payment received.
- Maintained spreadsheet of all company sales for income reporting and filing of sales tax returns.

Staff Accountant, December 1995 - November 1997

International Health Specialists, Newton, MA,

- Created and analyzed balance sheet and income statements for international nursing organization.
- Reconciled general ledger accounts to the subledger.
- Responsible for maintenance of general ledger system and accounts payable database.
- Verified invoices for all divisions of the company and entered them into the general ledger.

CERTIFICATION**Microsoft Certified Professional**

Completed exams:

- Developing and Implementing Windows-based Applications with Microsoft Visual C# .NET and Microsoft Visual Studio .NET
- Developing XML Web Services and Server Components with Microsoft Visual C# and the Microsoft .NET Framework

EDUCATION

Pursuing Masters of Liberal Arts in Information Technology with concentration in Software Engineering at the Harvard Extension School - GPA 4.0

Completed courses:

- .NET Programming in C#
- Distributed Programming Using Microsoft .NET
- Communication Protocols and Internet Architectures
- Algorithms and Data Structures
- Practical Perl
- Building Web-Based Software with Ruby and Ruby on Rails
- Java for Distributed Computing
- Software Design: Principles, Models, and Patterns
- Web Development Using ASP.NET, Silverlight, and Ajax
- Principles of Operating Systems

BA, Colgate University, Hamilton NY, May 1995; Dual concentration in Mathematics and Music

Gale Bellew's Bio

Gale's interest in gardening began in 1989 when she moved to a farm in Hollis, Maine and began raising llamas. She was the owner of Maine-ly Llamas Farm Bed & Breakfast and was the hands on manager of all aspects of farming a breeding herd of llamas.

As a certified organic grower she managed a Maine Certified Organic Market Garden for nearly ten years and sold produce to a natural grocer in Biddeford and Hannaford's in Portland.

Ms. Bellew also produced large quantities of compost, which she sold from her farm and which she used in her own gardens. Raised beds and intensive planting methods were her preference, and by using a buffet of organic methods, she boasted a huge population of earthworms, snakes and frogs in her gardens which are strong indication of soil tilth and biodiversity.

During this time she became a Maine Master Gardener Volunteer and gave presentations on soil building, composting, and taught organic gardening classes on her farm.

Her joy was striving for sustainability and she practiced organic ideology in as many ways as possible on her farm. Additionally, she sponsored and hosted farm apprentices through Maine Organic Farmers Assoc. to work and learn with her in her gardens.

Part of her farm practice to promote organic farming was to participate in annual statewide educational agricultural programs and share her organic gardens with the public.

After moving to Florida in 2002, Ms. Bellew continued her interest in gardening and became a Florida Master Gardener. She volunteered in the greenhouse at the Pinellas County Florida Botanical Gardens for four years where seed starting and cloning plants were her specialty. She continues to enjoy organic practices in her current gardening endeavors.

Marijuana Delivery Program

Some of Maine Organic Farmacy patients will not have the physical ability to get to our dispensary. Any patient requiring home delivery of marijuana must be processed through the Seeds of Hope program. There is no income restrictions for delivery of medicine.

The initial set of rules for home delivery are:

1. Registered patients are eligible for the service
2. Registered caregivers are eligible for the service
3. Patients and or caregivers not registered, but requesting service will be supported with on-site form completion
4. Home delivery fulfillment requests will try to be met within 48 hours
5. Trip tickets (C2M4_TripTicket) must be used for each delivery
6. A vehicle with locking doors and windows is required
7. No company signage will be on vehicle
8. There will always be two Maine Organic Employees travelling in the delivery vehicle
9. One employee will stay in the vehicle, while the other employee will complete the order
10. Employees will be equipped with open channel radio devices
11. Vehicle maintenance and repair will take place on a scheduled basis to ensure reliable transportation
12. Delivery schedules are offered during daytime hours of 10am-4pm, Monday-Friday.

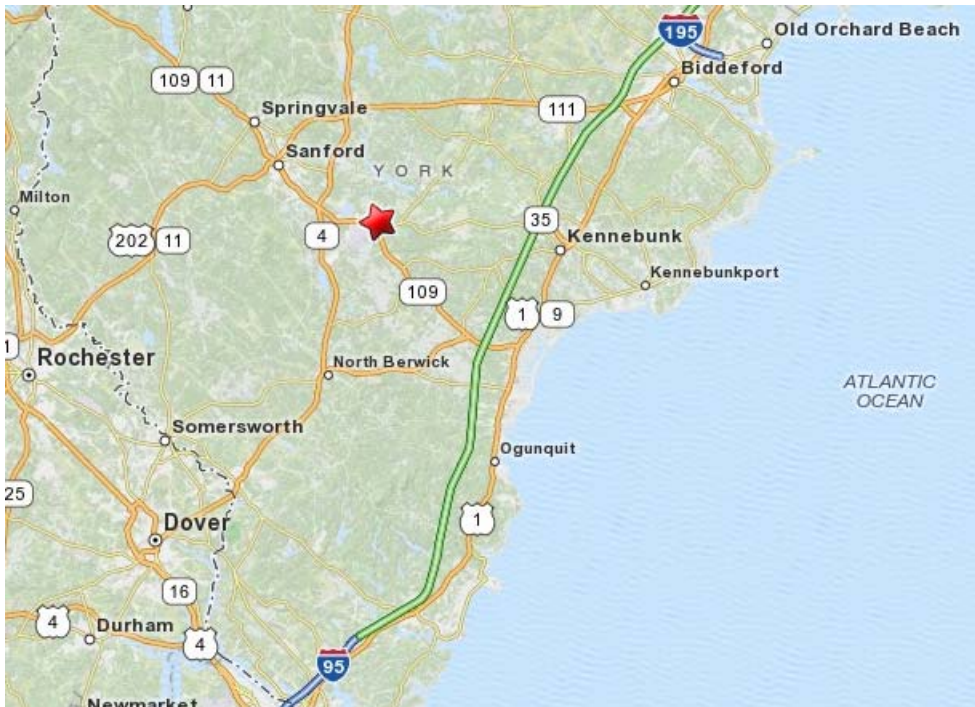
C2,Measure 1: The applicant demonstrates their proposed location will be convenient for registered patients and caregivers.

Answer: Maine Organic Farmacy will be located at 90 Community Drive in Sanford. Sanford is the most logical choice for a dispensary in York County because of its large population and accessible location. Its population of over 20,000 people makes it the most populated town in York County. A geographically central location, Sanford is less than ten miles from the Maine Turnpike and less than three miles from the junction of major routes of 109, 4, and 11. Sanford is equally convenient for all York County residents, serving both inland and coastal communities. (See C2M1_Map)

Patients who are doing their weekly shopping will find it conveniently located just one mile from the Wal-Mart Supercenter and just three and a half miles from the popular store Mardens.

Maine Organic Farmacy will further its goals of convenience and accessibility by having hours that work for all of our patients. Maine Organic Farmacy will be open Monday through Wednesday and Friday from 10 a.m. to 6 p.m., Thursday from 7 a.m. to 8 p.m., Saturday from 10 a.m. to 4 p.m., and Sunday from 12:00 p.m. to 4 p.m. In addition, we will be available by appointment to patients whose jobs or commitments do not make it possible for them to visit us during normal business hours. Appointments will be granted anytime Monday through Sunday 7 a.m. to 8 p.m.

Map of 90 Community Drive, Sanford. This map shows the location of the dispensary in relation to major routes of York County



C2, Measure 2: The applicant demonstrates a steady supply of marijuana for medical use will be available to the projected number of registered patients.

- There is a start-up timetable which provides an estimated time from registration of the dispensary to full operation, and the assumptions used for the basis of those estimates.
- The applicant shall demonstrate knowledge of organic growing methods to be used in their growing and cultivation of marijuana.
- The applicant shall demonstrate that steps will be taken to ensure the quality of the marijuana, including purity and consistency of dose.
- The applicant discloses the various strains of marijuana to be dispensed, and the form(s) in which marijuana will be dispensed.

Answer:

Start-up Timetable: In forecasting the business services of Maine Organic Farmacy, a few assumptions were made to help in quantifying and structuring a project plan timetable. These assumptions include:

- Dispensary license granted on 8/31/2010
- Average Amount of product per patient and number of patients
- Location build out
- Cultivation Timetable

These assumptions are the main factors used in determining a realistic product plan and timetable from start to product availability. We believe the factors and assumptions used for input variables into the plan are conservative from a timing/execution perspective. Overall from the point of dispensary license to full operation it is approximately 4 months. This coincides with the timeline of growing marijuana from seed to harvest. During the growing period, all other activities required to open the dispensary will happen concurrently.

Maine Organic Farmacy would look to open the dispensary doors on January 17th, 2011. Please see C2M2_ProjectPlan for a high level checklist of items and estimated dates of completion.

The keys to a steady supply of medical marijuana are knowledge of states of your plants, cloning, and best growing practices. Maine Organic Farmacy has developed an Inventory Control Database (ICDB) which tracks all plants and their current states. This allows for management to run reports and see exactly how many plants are in what states, and analyze any changes that need to be made in order to meet patient demands. Maine Organic Farmacy will clone the specific mother plants that have been identified as strong, healthy, and having excellent DNA. We will try to clone two plants every four

days. This should ensure that we have quality marijuana plants in a vegetative state, ready to move into the flowering state when necessary.

Our cultivation process will commence with seed germination and planting will be staggered weekly for the first 3 weeks. Once this initial set of plants mature to identification (male/female) and are sorted appropriately, we will use cloning techniques to ensure supply.

We believe that our quality product, methodology, cultivation process, and staggered planting will ensure consistent quality product availability to patients and caregivers.

Organic Growing Methods: Maine Organic Farmacy shall practice Organic growing principals, management, and best practices as required and recommended by MOFGA and the federal programs for organic agriculture to ensure compliance for growing and dispensing high quality organic medical marijuana.

In general, organic principals and philosophies encourage, promote and enhance a healthy environment by:

- Considering the natural balance and order of plant environments
- Using natural biological and mechanical methods
- Recycling and reusing
- Lowering impact on the environment and decreasing consumption of natural resources whenever possible
- Practicing biodiversity and breed selection best adapted to the growing environment as much as possible
- Minimizing soil, air, and water pollution
- Natural accepted organic fertilizers, fertilizing methods and pesticides as well as natural barriers and deterrents shall be used in place of synthetic fertilizers or pesticides
- Using local resources for organic growing supplies, soils, compost, and fertilizers to help reduce greenhouse gases created from long distance trucking whenever possible.

The following information provides details of our strategies and practices for accomplishing this task.

- The chosen 12,000 SF warehouse facility shall become home to an inner city of greenhouses and other interior microclimates and environments appropriate for all aspects of cultivation inclusive of seed starting, cloning, growing, harvesting, and drying, to final packaging and dispensation. This practice will make use of smaller environments for most efficiency. Creating microclimates in smaller spaces and structures for specific functions within the building will allow most efficient use of

heat, cooling and ventilation systems, which are necessary for efficient and successful healthy plant growth and production.

- Roof skylights in this building shall be considered when placing interior structures to take full advantage of natural light and heat as much as possible
- Black pipe for micro irrigation methods will be used for a two-fold effect. The black pipe will increase water temp helping to promote optimal growing environment temperatures which can impact the need for warming plant soils in winter and micro irrigation will put water where it is needed; in the plant pot, to reduce water waste.
- Watering vegetative and flowering plants deeply and less frequently will encourage deep and abundant root growth which reduces the plants total need for water because the larger the root ball the more water it can soak up when it is watered.
- A water catchment system will be put in place to collect roof rainwater run off during non-winter months and will be stored in portable storage tanks inside the building. This resource will be the first source for agricultural water needs and expected to significantly reduce the use of public water supplies. It will be a gravity fed system supplying all watering systems including misting irrigation for cloning and micro irrigation systems for all stages of plant growth when rain water and warm enough temperatures allow.
- The use of white paints and Visqueen shall be used for their reflective qualities to maximize light conditions and potentially reduce the need for lighting
- Maintaining clean growing practices and practicing proactive preventative management decreases the risk of disease, fungi, and insect infestations that begin or go unnoticed. Daily inspections for disease and pests for early detection and culling can significantly reduce large outbreaks and the need for intense disease and pest control.
- Maintaining best management practices for optimal plant environments through, proper control of moisture/humidity, air flow, nutrition, temperatures, and light will keep disease and pest problems to a minimum requiring little use of disease and pest control products. Healthy plants are less susceptible to infestations of any kind.
- All biodegradable waste including growing mediums shall be composted and re-used for all practical applications.
- Compost tea will be used as a good source of natural nutrients as well as an anti-fungal when used prophylactically.
- The use of recycled newspaper for seedling pots will serve multiple purposes. First, as a green practice since the pot is biodegradable and adds organic matter to the growing medium. Second, it is a beneficial option for plants like cannabis whose roots are susceptible to easy damage when removing from the pot they have outgrown in the transplanting process. The whole paper pot gets planted, plant and all, reducing risk of damage to delicate roots. Last but not least, it reduces the number of plastic

petroleum based pots that will be used in our practice. All plastic plant pots shall be recycled/re-used after thorough and proper cleaning methods

- Fertilizers, fungicides and growing mediums shall comply with MOFGA and Federal allowable products
- Circulating fans will be used as the first stage in climate cooling over air-conditioning in hot weather to reduce environmental impact
- As resources allow for capital investments , alternative power sources will be investigated for heating and cooling

Quality, purity, consistency of marijuana: The quality of any consumable plant is dependent upon the ability of the grower to provide an optimum growing environment. These elements include:

- Moisture
- Air flow
- Nutrition
- Temperature
- Light

When all elements are controlled to meet the specific plants needs the highest quality will be achieved and the plants will have a lower stress level allowing them to resist disease and pests.

Maine Organic Farmacy will manage for best practices for achieving this goal as the main basis for ensuring quality, purity and consistency with its product.

Additional horticultural practices that will enhance the ability to achieve this goal include but are not limited to the following:

- Using quality seeds for initial plantings
- Cloning female plants to ensure consistent genetics with higher resin production
- Maintaining consistent growing conditions and practices to retain THC potency
- Flushing plants prior to harvest to remove any residual build up of any fertilizer or pesticide that were used during growing
- Visual microscopic inspection leading up to harvest for resin crystals to determine optimum harvest time within the recommended 5 – 7 day window
- Careful harvest to prevent friction which can affect resin
- Proper moisture and temperature management in the drying process to allow slow even drying which encourages minimum THC decomposition, taste, and encourages sweet smooth taste. This slow process also allows enough time for pigments to degrade improving taste and aroma
- Proper curing will provide an environment that resists mold, makes the most of THC psycho activity, produces even glow when burning and smokes smooth with best taste.
- Vacuum sealing for storage will preserve the aroma, taste and potency

- Storing in darkness in a cool dry place, maintaining proper temps, and humidity will help preserve the resin glands and ultimate quality

As to the question of consistency of dose, at the time of this printing there is not a lab in Maine that we are aware of that provides this service. Until such a time as there is one, or we discover it, we intend to purchase and test THC levels in house using Cannalytics test kits which are available on line.

Our overall plan is to address this issue by growing plant in a healthy environment using consistent methods which will help re-produce healthy genetic clones. By beginning with consistent genetics and managing “Best” harvesting, drying, curing and storage practices we will be able to achieve consistent final quality, purity and doses in our products which will be monitored by regular testing and record keeping.

Marijuana Strains: Patients who sign up with Maine Organic Farmacy will find several different medical marijuana strains available. While a doctor might be able to decide which strain is best for a patient’s specific problem, Maine Organic Farmacy will have knowledgeable staff that can walk patients through the different marijuana types.

There are two basic strains of marijuana: Sativa and Indica. They represent the opposite ends of the spectrum and have different medicinal effects. There are also many combined options called hybrids.

Sativa: Sativa tends to have an energetic and uplifting feeling. The effect is often described as less potent than Indica. Patients may prefer to consume Sativa during the day which will allow them to maintain a higher level of energy while also experiencing an increase in mood; however, the gentler effects may not treat all problems.

Indica: Indica causes relaxation, stress relief, and an overall sense of calm. Indicas are used to treat a large number of ailments due to the more potent effect it has. It is great at relieving pain, increasing appetite, and lessening stress. Indica has also been shown to reduce inflammation and high eye pressure associated with glaucoma. Since Indica can have a much stronger effect, this strain isn’t always preferred by those with more mild conditions.

Hybrids: Hybrids contain Indica and Sativa characteristics, combined into one option.

Potency: Potency of all marijuana and marijuana infused products (edibles, tinctures or lotions) will be clearly labeled with the potency level. Maine Organic Farmacy will educate all patients on the different potency levels, how to read the labels and help them find the level that is right for their individual treatment. Choosing the right potency is very important. A patient who chooses a potency that is too strong for their needs may be left feeling tired, queasy or anxious. A patient who chooses a potency that is too low may be left feeling under treated, in pain, sleepless or nauseous. All patients are going to require a different level of potency depending on their illness or disease and symptoms. Maine Organic Farmacy will ensure that each patient receives the guidance they need on

choosing the best potency to alleviate their symptoms. Below is a chart of the available strains at Maine Organic Farmacy and their potency on a scale of mild, moderate and strong. The potency categories correlate with the level of THC expected in the strain. Mild potency should be from a plant that has 5%-10% THC levels, Moderate should be from a plant that has 10%-20% THC levels and Strong is for any strain with over a 20% THC level.

Strain & Use	Indica	Sativa	Hybrid	Potency
Big Bud: Pain management, appetite stimulant, sleep disorders			X	Mild 8-15%
Afghan: Pain management	X			Moderate 10-15%
California: Sleep disorders, appetite stimulant, anti-depressant		X		Mild 8-15%
Amsterdam: Pain management, appetite stimulant, sleep disorders,	X			Moderate 15-20%
Cheese: Pain management, appetite stimulant, sleep disorders			X	Strong 20-25%
Durban Poison		X		Moderate 14%
Crystal Rain: Pain management, appetite stimulant			X	Moderate 15-20%
Purple Power: Appetite stimulant, sleep disorders, anti-depressant		X		Moderate 15-20%
Northern Lights: Appetite stimulant, sleep disorders, anti-depressant	X			Moderate 15-20%
Easy Rider: Appetite stimulant, anti-depressant			X	Moderate 15%
Hindu Kush: Pain management	X			Strong 20-25%

Maine Organic Farmacy has created a Patient Tracking Sheet (C2M7_Patient Tracking Sheet) that will be extremely valuable in our patient's ability to find the proper dosage. This tracking sheet logs the amount of marijuana a patient smoked and the effects of that dosage. Maine Organic Farmacy will request these sheets be returned each time a patient comes to our dispensary. All information provided to us will be logged in our Patient Tracking Database. Maine Organic Farmacy will be able to analyze patients reported effects and dosage trend to assist them in administering the correct amount for their medical needs.

Consumption: There are a few basic ways of consuming medicinal marijuana which includes smoking, vaporizing, and orally ingesting. There are devices or procedures within each method that provide patients a range of choices for their desired consumption method.

Maine Organic Farmacy will offer the following paraphernalia to assist our patients in consuming their medical marijuana:

- Cigarette, Tobacco, and Grape Leaf papers

- Water bongs
- Pipes
- Vaporizers
- Food

Smoking is the most common method of administering marijuana. Maine Organic Farmacy will have multiple smoking paraphernalia available for sale, as well as detailed instructions on how to use those tools.

Vaporizing is becoming increasingly popular for medical marijuana patients, especially those recovering from or managing issues associated with lung ailments. Vapor methodology heats medical marijuana until the active chemicals boil and vaporize. The patient receives all the medical benefits of the marijuana without any of the harmful carcinogens from the smoke.

Food is popular choice for those patients who do not want to use a vaporizer and do not like smoke. Maine Organic Farmacy will offer many baked goods in the form of: cookies, muffins, breads, and granola.

Please see E6_AdminMethods for further details on consumption.

HIGH LEVEL PROJECT TIMELINE

Organization Planning

No	Task	Initiated on (Log Date)	Status	Expected closing/ Remarks
1	Incorporation	25-Jul-10	Closed	
2	Business Plan	31-Jul-10	Closed	
3	Financials	31-Jul-10	Closed	
4	1st Board Meeting	1-Aug-10	Closed	
5	Define Premise	1-Aug-10	Closed	Received Letter of Intent 8/13
6	Obtain Security Estimate	13-Aug-10	In progress	
7	Obtain Insurance Estimate	1-Aug-10	Closed	Received baseline Estimates from Dave
8	Complete Application	25-Jul-10	Ongoing	

Rough Build out and Licensing

No	Task	Initiated on (Log Date)	Status	Expected closing/ Remarks
9	Obtain Dispensary License	31-Aug-10	In progress	
10	Apply for Employee Card	1-Sep-10	Not initiated	
11	Sign Lease	1-Sep-10	Not initiated	
12	Formalize buildout requirements	3-Sep-10	Not initiated	
13	Validate plans with Contractor	6-Sep-10	Not initiated	
14	Validate plans with Proprety mgr	7-Sep-10	Not initiated	
15	Receive Buildout approval	8-Sep-10	Not initiated	Finish 10/1
16	Obtain Permits	8-Sep-10	Not initiated	Finish 10/1
17	Electrical Buildout	8-Sep-10	Not initiated	Finish 10/1
18	Plumbing Buildout	8-Sep-10	Not initiated	Finish 10/1
19	Growroom Buildout	8-Sep-10	Not initiated	Finish 10/1
20	Retail Buildout	8-Sep-10	Not initiated	Finish 10/1

Growroom Configuration

No	Task	Initiated on (Log Date)	Status	Expected closing/ Remarks
21	Install Lights	2-Oct-10	Not initiated	
22	Install Light timers	5-Oct-10	Not initiated	
23	Install water supply	2-Oct-10	Not initiated	
24	Install water supply timers	5-Oct-10	Not initiated	
25	Install fans	2-Oct-10	Not initiated	
26	Install ventilation	2-Oct-10	Not initiated	
27	Install humidifier and temp gauges	5-Oct-10	Not initiated	
28	Install segregation walls	6-Oct-10	Not initiated	
29	Install equipment per room	7-Oct-10	Not initiated	
30	Install product supplies	7-Oct-10	Not initiated	

Security and Technology Buildout

No	Task	Initiated on (Log Date)	Status	Expected closing/ Remarks
31	Install Security System	10-Oct-10	Not initiated	
32	Install Video Monitoring	10-Oct-10	Not initiated	
33	Install Phone system	8-Sep-10	Not initiated	
34	Install biometric locks on doors	10-Oct-10	Not initiated	
35	Install wireless internet	8-Sep-10	Not initiated	

Dispensary and Office Configuration

No	Task	Initiated on (Log Date)	Status	Expected closing/ Remarks
36	Install Desktop Computers	10-Oct-10	Not initiated	
37	Install landline phones	10-Oct-10	Not initiated	

No	Task	Initiated on (Log Date)	Status	Expected closing/ Remarks
38	Install dispensary cases	30-Oct-10	Not initiated	
39	Install dispensary shelving	31-Oct-10	Not initiated	
40	Install computer/ phone wiring	10-Oct-10	Not initiated	
41	Define configuration/ furniture	31-Oct-10	Not initiated	
42	Define signage	31-Oct-10	Not initiated	
43	Print educational materials	31-Oct-10	Not initiated	
Database buildout				
No	Task	Initiated on (Log Date)	Status	Expected closing/ Remarks
44	ICDB Design	1-Aug-10	Closed	
45	ICDB buildout	1-Sep-10	Not initiated	
46	PDB design	1-Aug-10	Closed	
47	PDB buildout	1-Sep-10	Not initiated	
40	POS/UI design	1-Aug-10	Closed	
48	POS/UI buildout	1-Sep-10	Not initiated	
49	ICDB testing	2-Sep-10	Not initiated	
50	PDB testing	2-Sep-10	Not initiated	
51	POS/UI testing	2-Sep-10	Not initiated	
52	Install ICDB	9-Sep-10	Not initiated	
53	Install PDB	9-Sep-10	Not initiated	
54	Install POS/UI	9-Sep-10	Not initiated	
55	End to end testing all systems	10-Sep-10	Not initiated	
Personnel				
No	Task	Initiated on (Log Date)	Status	Expected closing/ Remarks
56	Finalize job descriptions	15-Sep-10	Not initiated	
57	Post job Descriptions	16-Sep-10	Not initiated	
58	Recruiting	17-Sep-10	Not initiated	
59	Interviewing	24-Sep-10	Not initiated	
60	Hiring	15-Oct-10	Not initiated	
61	New Hire training	31-Oct-10	Not initiated	

C2, Measure 3: The applicant will demonstrate experience running a non-profit organization or other business.

Answer: Together the management, business, and personal experiences of Melanee and Megan bring a unique, passionate, patient centric approach to managing Maine Organic Farmacy.

Melanee first became interested in the Medical Marijuana law that passed in Maine when her husband, Cliff, was diagnosed with a grade three brain tumor in January of 2010. Melanee has witnessed her husband go through brain surgery, three months of radiation, and now 12-24 months of chemotherapy.

Cliff started his chemotherapy in June, and she sees him everyday, not only struggle with the chemotherapy medication, but also the debilitating side effects of the anti-nausea medication. He often complains that the anti-nausea medication is worse than the chemotherapy itself. Melanee feels strongly that her husband should be allowed access to medication, both pharmaceutical and natural, to relieve his pain and nausea; in addition, she feels strongly that he and his doctors should be able to use or prescribe medical marijuana with no social stigma.

This personal experience, along with Maine's Medical Marijuana law, created the perfect storm for Melanee to bring her talents to a new venue. Melanee has been running the financial data aggregation operation at Evare for over 10 years. She manages a customer support staff of 10 (which runs a 24x5 operation), 4 implementation specialists who on-board new clients, 4 development staff, and 3 project managers. Melanee has taken Evare from having a client base of four to well over 300. The monthly expenses of Evare have decreased on Melanee's watch from 609K to 385K, while revenues have doubled in 2 years.

Melanee has enjoyed her time bringing Evare from a struggling dotcom company to a thriving public company; however, she is looking for her next challenge; and running a Medical Marijuana dispensary appears to be the perfect fit. With Melanee's strengths in implementing tight controls on policies, procedures, and personnel while always minding the strict privacy rules that bind financial data- she is the one to lead Maine Organic Farmacy as the district 1 dispensary.

Megan became interested in medical marijuana 7 years ago when she was diagnosed with epilepsy and grand mal seizures. Megan began a drug therapy that consisted of trying several types of anti seizure medications, plus additional medications to counteract some of the side effects of the medications. Some medications cause side effects that made life difficult including fatigue, anxiety, muscle aches and spasms. Two years ago Megan and her neurologist found a drug therapy that is working well, and part of this regime is medical marijuana. Megan's neurologist believes that medical marijuana is an important part of her treatment, along with other anti seizure medications. Megan is happy to report that since the implementation of her treatment which includes medical marijuana she has been seizure-free.

Megan's personal experience with medical marijuana has made her an advocate of a patient's rights to treatment. Megan strongly believes that working with doctors and advocating for yourself in the exam room can lead to the correct treatment for chronic illnesses. Before finding her drug therapy, Megan felt that she would be imprisoned by a disease and treatment that left her feeling like a different person than she used to be before having seizures. Working with her neurologist, advocating for herself, and adding medical marijuana to her drug therapy has allowed Megan to return to her old self.

Megan now feels confident in her treatment which allows her to engage in all of the things she used to do.

Megan is the perfect fit as the Director of Employee and Patient Services for Maine Organic Farmacy. Megan has over 10 years of experience in social services including the role of director in for a company that is an approved state vendor to several DHHS programs, case manager for a wide variety of populations and AmeriCorps VISTA alumni. Megan has for four years been the director of an approved State of Maine social services vendor that works with nearly one million dollars of state and federal funding each year. She has supervised a staff of up to 15 employees who work directly with clients referred from the Department of Health and Human Services adults with developmental disabilities, Department of Mental Health, Department of Vocational Rehabilitation, Department of Health and Human Services Welfare and local high schools. After completing her degree from the University of Southern Maine, Megan has worked in the capacity of Case Manager for a variety of populations including adults and children with developmental disabilities, mental health diagnosis, physical disabilities, recently released prisoners, veterans, and welfare recipients. Megan has been working closely with the Department of Health and Human Services for 10 years in two states (Maine and Alaska). Megan has gone through State file audits in two states and passed both with no major or minor violations; she is an expert in HIPPA regulations, client rights and privacy.

Megan's experience in social services will be a great resource for the patients of Maine Organic Farmacy. Megan's knowledge of local, state, and federal programs available to those in need can be utilized for patients who are in need of assistance in other aspects of their lives. Megan is also currently taking classes through the University of Maine System working towards her masters' degree in social work and expects to be MHRT Certified by January 2012. At which point she will offer group and individual therapy free of charge to Maine Organic Farmacy patients.

Except for the 5 years Megan spent in Alaska, she has been a life long Mainer, born and raised here. Megan loves her state and is looking forward to working with her neighbors to open a successful dispensary in District 1. Megan's personal experiences, both medical and professional, make her a great asset to the Maine Medical Marijuana Dispensary system.

Melanee and Megan will be the day-to-day management of Maine Organic Farmacy and will look to the board for the guidance.

Board Member, Frank Wertheim, graduated from the University of Massachusetts, Amherst, MA with an MS in Plant and Soil Sciences. Frank has over 24 years experience as an agricultural research and education professional, working extensively with Maine farmers in both organic and conventional production practices.

Board Member, Merrilee Paul, is a successful businesswoman, who just launched a new restaurant in downtown Kennebunk. Merrilee has strong ties to the community and will be valuable in public relations.

Board Member, Stephen Bischof, will be the security and technical lead for Maine Organic Farmacy, utilizing his 10+ years of programming experience.

Maine Organic Farmacy has retained the services of:

Julie Kleeman, Esq., Attorney at Law

Matthew Fernandez, CPA

C2, Measure 4: The applicant demonstrates that its plan for record keeping, inventory, quality control and security and other policies and procedures will discourage unlawful activity.

Answer: Maine Organic Farmacy believes this is an area we excel in. Through the use of UIDS, three proprietary databases, detailed daily procedures and checklists, and exhaustive security measures, Maine Organic Farmacy has positioned itself to deter theft and other unlawful activity.

Description of UID Logic

Maine Organic Farmacy will be employing a unique identification (UID) system and process that will allow for easy inventory control, quality control, loss prevention, immediate knowledge of missing product, and patient satisfaction.

Maine Organic Farmacy will be growing marijuana using both seeds and cloning. Each seed that is planted will be of a particular strain, and these strains will be used in the numbering convention. For example, if a Jack Herer seed is planted in the cultivation room and is the first seed planted of that strain, the container it is planted in will be labeled 001_JH, where JH represents the strain, and 001 represents seed number. All subsequent seeds of Jack Herer planted will increase in numerical value by one.

If 001_JH grows into a healthy plant and is cloned, the first clone will be labeled 001_JH_C001. Where 001_JH represents the original plant and C001 represents the first clone produced. UID's will be carried through to the marijuana sold to each patient via the packaging and the trip ticket (see C2M4_TripTicket). The label 001_JH_C001:001 on a trip ticket would represent that that particular patient received marijuana from the plant 001_JH_C001, and :001 represents that this was the first marijuana harvested, and packaged from this plant. The :001 will always increment by 1 as it is harvested. So if there are three different harvests from a particular plant the UIDs would look as follows:

001_JH_C001:001

001_JH_C001:002

001_JH_C001:003

Inventory Control Database

Maine Organic Farmacy has designed a proprietary database, called the Inventory Control Database (ICDB). The ICDB will track all marijuana from seedling on through to either sale, or disposal. Key data points of the ICDB are: UID, State, Date of State, Weight, and Employee ID. Valid states are: Seedling, Vegetative, Clone, Harvesting, Storage, Retail, Quarantined, Disposed, and Sold. Only Sold and Disposed are considered final states. Weight is only applicable to the Storage and Retail states.

The ICDB interacts with our Patient Database (PTDB) which stores all of our current patient information. The ICDB will run a daily check of the number of current registered patients with Maine Organic Farmacy to the number of UIDS in a state of Harvesting and the total amount of marijuana in storage to ensure there is never more marijuana allowed per patient. Any infractions of this will create an error report for the Cultivation Manager, who will take immediate action to remedy the situation.

There will be a nightly batch job that runs against the ICDB that will produce a report for Cultivation Manager to alert of any discrepancies. Discrepancies are rules based processing definitions and can be easily updated as desired. Some examples of items that would appear on the daily reports are:

- UID going to state that didn't make logical sense (Harvested to Seedling)
- Deletion of any UID from the ICDB
- Any UID put into a state of Disposed
- List of all UIDS put into a state of Sold
- UID staying in a particular state for too long

The report serves many purposes: it should aid in deterring unlawful activity from employees as nothing can move to a state of disposed, sold or be deleted without being brought to the attention of management, it alerts management of any unusual (unlawful) activity, it inherently checks quality by checking length of state; it can catch a manual ICDB update errors that an employee has made.

Cultivation Daily Inventory Process and ICDB Updates

Part of the cultivation daily operating procedures (E2_CultProcedures) include all inventory being checked at the beginning of the day, and all product states or new UIDS entered into the ICDB at the end of the day.

There are canned ICDB inventory reports that will be run each morning that list all UIDS, their states, and their weights (no UIDS will be reported for a state of Sold or Disposed). The Cultivation Specialist must manually verify each UID is present, accounted for, and in the documented state.

In addition the Cultivation Specialist must weigh each product in Storage for weight verification. It is requested the Cultivation Specialist weigh all products in storage, however if time does not permit they must at least weigh 10 samples.

If there are any discrepancies noticed, the Cultivation Specialist must fill out the Inventory Discrepancy report (C2M4_Inventory Discr), and give it to the Cultivation Manager. The Cultivation Manager is responsible for researching all issues. If it is a minor issue, such as an undocumented state change, the Cultivation Manager will analyze the prior states and the ICDB history for that UID. The Cultivation Manager will then update the database appropriately. If the issue is a weight variance outside of tolerance levels, or a missing UID, the Cultivation Manager will analyze if there were any undocumented disposals of marijuana, or plants; if there was movement of marijuana to the retail store, or a sale of marijuana that wasn't updated in the system. If none of these reasons can be found for the missing UID, or weight variance, the Cultivation Manager will immediately fill out the Incident Management Form (C2M4_IncidentMgmtForm) and send it to DHHS within the same business day. The Cultivation Manager will work with security personnel to view the tapes of the rooms where loss could have occurred, and will notify the appropriate local authorities of the incident. The Cultivation Manager will also update the ITDB with the appropriate details. Any incident reported to DHHS must also be reported to the board within 24 hours.

Patient Database

Maine Organic Farmacy has designed a proprietary database, called the Patient Tracking Database (PTDB). The PTDB will track patients, both active, and expired, and all marijuana they have purchased from Maine Organic Farmacy. The PTDB also acts as a point of sale system, logging all marijuana sales to patients. Key data points of the PTDB are: Patient Information (PatientID, Marijuana Card Expiration Date, Patient Contact Information) and Information about marijuana purchased (UID, Purchase Date, Purchase Amount).

Anytime marijuana is purchased by a patient the PTDB is updated with the appropriate information. The PTDB will not allow a sale to go through for any patient who is not legally able to make a purchase, whether it's because of an expired Maine Medical Marijuana card, or because they have purchased 2.5 ounces in the past 15 days.

This database not only allows Maine Organic Farmacy to stringently track marijuana, but also to assist patients if they have any question on prior purchases. For example if a patient came to Maine Organic Farmacy and noted that they had the best physical results from marijuana they purchased 3 months ago we would be able know exactly what type of marijuana was purchased, and what mother plant it came from. This would allow Maine Organic Farmacy to sell our clients marijuana with identical DNA as the one they reported works best for them.

Retail Policies and Procedures

Part of the dispensary daily operating procedures (E2_RetailProcedures) include all inventory being checked at the beginning of the day, and all product sold entered into the PTDB upon sale.

There is a canned ICDB inventory reports that will be run each morning that list all UIDS present in the dispensary and their weight. The Retail Specialist must manually verify each UID is present, and the weight is within tolerance.

If there are any discrepancies noticed in weight or missing product, the Cultivation Specialist must fill out the Inventory Discrepancy report (C2M4_InventoryDiscr), and give it to the Director of Employee and Patient Services. The Director of Employee and Patient Services is responsible for researching all issues.

If the issue is a weight variance outside of tolerance levels, or a missing UID, the Director of Employee and Patient Services will research if there were any undocumented disposals of marijuana, or a sale of marijuana that wasn't updated in the system. If none of these reasons can be found for the missing UID, or weight variance, the Director of Employee and Patient Services will immediately fill out the Incident Management Form (C2M4_IncidentMgmtForm) and send it to DHHS within the same business day. The Director of Employee and Patient Services will work with security personnel to view the tapes of the rooms where loss could have occurred, and will notify the appropriate local authorities of the incident. The Director of Employee and Patient Services will also update the ITDB with the appropriate details. Any incident reported to DHHS must also be reported to the board with in 24 hours.

When selling marijuana to patients, the first step the Retail Specialist will take is to check the patient's ID in the PTDB to ensure they are an active patient of Maine Organic Farmacy, and that

they can legally purchase marijuana (based on the the 2.5 ounce limit per every 15 days). All marijuana dispensed will be weighed by two retail employees. All information regarding the sale will be tracked in the PTDB (who sold the product, and who verified the weight).

Incident Tracking Database

All incidents that are documented with the Incident Management Response form will also be entered in the Incident Tracking Database (ITDB). This database will store the details of all incidents from pest or mold damage to suspected theft or fire damage. Key data points of the ITDB are: UID, Incident Date, Incident Type, Authorities Contacted, Text Description.

Only Managers and Directors will have access to the ITDB. It is their responsibility to ensure this database is updated whenever an Incident Management form is filled out.

Database security and User Interface

All three databases are accessed using a web user interface (UI). The UI make for a simple user experience. The UI requires a log in, which means that any updates an employee makes is tracked. If an employee is logged into the UI for 10 minutes without any activity, they are automatically logged off. All employees are required to log themselves off when they leave their computer workstation. Each employee ID is specifically permissioned to see and perform certain information and updates. This allows for tighter control and security.

For example a retail specialist is able to update the PTDB, and is allowed to see what inventory is available for sale, but they are not allowed to update the ICDB in anyway. A similar pattern follows for a cultivation specialist. They are allowed to see and update the ICDB but their User IDs do not allow them to even view the PTDB. This should help ensure that patient information is secure, and cannot be viewed by unauthorized personnel.

The databases are built using Microsoft SQL. The databases are encrypted and are backed up every night to ensure no data will be lost in the event of corruption.

Price Point to Discourage Unlawful Activity

One of the main ways to discourage unlawful activity with marijuana after you have sold it to your patients is with your price point. Maine Organic Farmacy needs to ensure that the pricing does not open up an opportunity for a secondary black market. Maine Organic Farmacy will be charging \$330/ ounce for medical grade marijuana. We feel this price point is in line with street prices and should not make it an attractive product for people to illegally redistribute. Maine Organic Farmacy will ensure that we are keeping abreast of street prices so that we can adjust prices as the market dictates.

Clothing for Cultivation Specialist

Maine Organic Farmacy has specific clothing that will be worn by all cultivation specialist. The purpose of the clothing is to avoid outside contaminants from entering the grow facility and to deter theft. The clothing will be a washed jumpsuit that can be worn over street clothes. The jumpsuit has no pockets, and in theory, the cultivation specialists should have no place to put marijuana to illegally move it.

Security Measures

Maine Organic Farmacy will be spending almost half of their build-out budget on security technology in order to ensure the safety and security of it's employees, patients, and caregivers. We will be employing biometric fingerprint locks on all access points to the grow facility and the inventory areas. We will restrict employee access. Employees of Maine Organic Farmacy will not be allowed to move freely through the building, if an employee has no business reason to be in the grow facility, they will not have access to it.

All areas of the building: offices, dispensary, cultivation, and entrance will be monitored by 24 hour surveillance cameras. Activity will be recorded on a DVR unit, and will be searchable via a computer when necessary.

The outside of the building is lit with a combination of flood lights and motion sensor lights.

The retail space will be accessed by patients using one entrance. Entrance to the facility is locked and requires a security attendant to verify patient identity before allowing entry.

All employees will be outfitted with panic buttons, or will be within a reasonable distance to a panic button.

The burglar, panic, and fire alarms will all be tied together and connected to alarm monitoring companies. All security systems and computer systems will be protected via a battery backup system, which will be tied to a generator in the event of extended outages.

Trip Receipt from Maine Organic Farmacy

Questions? Contact Maine Organic Farmacy

Client ID	
Client Name	
Address	
Address of destination (if different than above)	
Phone	
Product Strain/ Description	
Date/Time Origin	
Date of Sale	
Weight	
UID	
Cost	

Please maintain this for your records, do not destroy.

Inventory Discrepancy Report

Date and Time:
Employee Filing:
Location (Dispensary, Cultivation):

UID	STATE DISCREPANCY	WEIGHT DISCREPANCY	MISSING	DESCRIBE

Date and Time:
Employee Filing:

Incident Management Response Form

Incident Date	Incident Reporter	Incident Type	Incident Assessment	Authorities Contacted	Authority Name	Method of Notification	Notification to Authority Date	Description

C2, Measure 5: The applicant fully describes a staffing plan that will provide accessible business hours, safe growing and cultivation, and maintenance of confidential information regarding grow sites and the identity of patient information.

Answer: Maine Organic Farmacy plans to employ 6 FTE's in year one, 7.5 in year two, and 9.5 in year 3. Of those FTE's 1.5 will be volunteers. Maine Organic Farmacy will be looking to utilize volunteers in an effort to keep costs down, especially in year one when cash flow is short.

Maine Organic Farmacy has very aggressive hours in an effort to make our service convenient for our patients. We will be open Monday-Wednesday, Friday 10AM-6PM, Thursday 7AM-8PM, Saturday 10AM-4PM, and Sunday Noon-4PM. In addition we will support patient's schedules by allowing them make appointments on off hours if their jobs or commitments do not make it possible to visit us during normal business hours. Appointments would be granted anytime Monday-Saturday 7AM-8PM.

The retail distribution must always have a minimum of two staff on at the same time for safety and security reasons. The estimated breakdown of FTE's per department is as follows:

	YEAR 1	YEAR 2	YEAR 3
Management	1	1	1
Retail Staff	3	4	5.5
Cultivation Staff	2	2.5	3
TOTAL	6	7.5	9.5

All Maine Organic Farmacy employees will be required to complete training on general safety, building safety, HIPPA regulations, file maintenance and confidentiality in their first week of employment. Trainings on these subjects will then be mandatory to all Maine Organic Farmacy employees every six months. Any changes to safety regulations will require immediate training to all employees.

The staffing plan for safe growing and cultivation starts with the Cultivation Manager Gale Bellew, and the expertise she brings. Gale was a Maine Master Gardner Volunteer and gave presentations on soil building, composting, and organic gardening techniques at her farm in Hollis. She is a certified organic grower, whose latest experience has been working in the Florida Botanical Gardens where seed starting and cloning were her specialty. Gale's unique experience of organic growing practices and teaching will be valuable to Maine Organic Farmacy as she leads the cultivation staff, and advises on policies and practices.

All growing and cultivation will be under the watchful eye of Gale Bellew. All employees of the cultivation area will be trained by Gale. Employees will be hired for a 3 month probationary period where Maine Organic Farmacy will assess whether the employee is following our high standards of quality control. If we have doubts about the employee, we will inform them of our concerns in an effort to remedy the situation. If after 4 weeks we do not see improvement, we will let the employee go.

The grow site is in the same building as the dispensary. There are no windows into the grow site except for skylights. Keeping the grow area out of sight from the general public, and staff is a security measure that is beneficial. Maine Organic Farmacy employees will be specifically permissioned to access certain areas. Using biometric fingerprint locks we can restrict the movement of employees. For example, no retail staff will be allowed to enter the grow area. All areas of the dispensary and the cultivation area will be monitored and recorded. The simple method of recording should be a deterrent to any illegal activity.

Megan Fernandez will be the Director of Employee and Patient Services. She will manage all aspects of the dispensary including patient in-take. Megan is an expert in HIPPA practices and procedures. She will be responsible for training all dispensary employees on client confidentiality.

Maine Organic Farmacy has developed a policy for new patients to have a one-on-one meeting, called the patient in-take meeting. This meeting will take place in a secure, enclosed office to further protect our patient's identity and private information. The benefit of this meeting will be to ensure our patients fully understand all of our services and products but also to ensure there are no bystanders who can overhear other patients' private information.

Like the cultivation specialists, all dispensary staff will be hired on a 3 month probationary period. Megan will work closely with all new employees to ensure they understand the policies and procedures of the retail operation, and the requirements of patient confidentiality. Any employee that is not performing to Maine Organic Farmacy's standards will be informed of the issue in an effort to remedy the situation. If the situation does not improve after 4 weeks, we will terminate the employee. Patient confidentiality is the cornerstone of our business. If our clients cannot trust us to keep their information private, they cannot trust us to help them with their medical treatment.

Melanee Paul's experience in database design, and process and procedure implementation show their value in our staffing plan. By have clear, concise procedures for our staff to follow; we give them an opportunity to succeed. In addition the three databases, allow all private information to be stored in a secure manner, only accessible to those employees with the proper credentials. Through superior technology and process Maine Organic Farmacy is positioning its employees and company to succeed.

C2, Measure 6: The applicant indicates consent to pay for state and federal background checks, including fingerprinting for all proposed and future registry card holders.

Answer: Maine Organic Farmacy agrees to pay all fees associated to state and federal background checks.

C2, Measure7: The application reflects a strong patient education component.

Answer: Maine Organic Farmacy believes patient education is a large factor in our patients overall health and wellbeing. An informed patient is a patient who will get the best care from doctors, and healthcare providers. Maine Organic Farmacy believes it is of the upmost importance for our patients to be fully informed of the medicine they will be taking, the benefits, the side effect, and any of the dangers associated with marijuana. Maine Organic Farmacy will ensure our patients are well educated through the patient in-take process, printed materials, and our website.

Patient In-Take

Any new patient of Maine Organic Farmacy will be required to go through the patient in-take process. During this process the Director of Employee and Patient Services will go over all printed educational material, programs available to them, and details on the strains of marijuana available for the patient. These include methods of administering marijuana, potency of different strains of marijuana, information on drug dependence and abuse, and the Seeds of Hope program (C1M9).

The Director of Employee and Patient Services will describe in detail how a patient should use the Patient Tracking Sheet (C2M7_Patient Tracking Sheet), and how that information can be analyzed by Maine Organic Farmacy staff for the benefit of the patient's treatment.

The Director of Employee and Patient Services will inform our patients of our operating hours, and our complimentary extended hour service. We will discuss the importance of adjunct therapies in treating their illness, and the opportunity to receive these for free.

Printed Materials

Maine Organic Farmacy will have printed materials available and posted throughout the dispensary. The topics covered will be administering methods of marijuana (E6_AdminMethods), the types of marijuana available for sale at Maine Organic Farmacy and their potency (E6_MarijProduct), and information on drug abuse (E6_NIDA_FAQ, E6_NIDA_Research, E6_MarjFAQ). In addition we will have posted in the dispensary the phone numbers for the Maine Crisis Hotline, and the Office of Substance Abuse

Website

Maine Organic Farmacy has registered their web domain, MaineFarmacy.org. A large part of patient interaction will be able to happen via the internet for those that choose it. During the Patient In-Take process the Director of Employee and Patient Services will set up the patient with a user name and password for the website. Once a patient logs on they will find links to articles on the latest medical studies, information on drug abuse, articles on Maine and the medical marijuana initiative, and other stories of interest. From the website a patient will have the ability to access their purchase history, see when they made a purchase, what type of strain they bought, and how much. In addition if the patient is returning the Patient Tracking Sheet, they will also be able to access the information they have documented regarding the effect of marijuana types on their illness.

MAINE ORGANIC FARMACY

Patient Tracking Sheet

Questions? Contact the Maine Organic Farmacy

DATE: _____

Client ID (Optional)		
UID or Description		
Amount and Method Administered		
Effect on:		
Nausea	n/a 1 2 3 4 5	circle one
Pain Comfort	n/a 1 2 3 4 5	circle one
Seizures	n/a 1 2 3 4 5	circle one
Vision Pain/Pressure	n/a 1 2 3 4 5	circle one
Appetite	n/a 1 2 3 4 5	circle one
Muscle Spasms	n/a 1 2 3 4 5	circle one
Mood	n/a 1 2 3 4 5	circle one
Other symptom:	n/a 1 2 3 4 5	circle one
Additional Comments		

1 Best, 5 Worst

Please return to Maine Organic Farmacy, do not destroy

Paquin & Carroll — Insurance —

August 16, 2010

To: Maine Department of Health and Human Services
Division of Licensing and Regulatory Services
41 Anthony Ave
State House Station #11
Augusta, ME 04333

From: Douglas Willett

Re: Maine Organic Farmacy

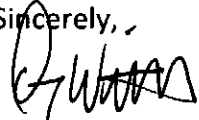
Paquin & Carroll Insurance has been asked to provide insurance coverage for Maine Organic Farmacy. The coverage requested will provide General Liability, Property and Workers Compensation Coverage. The agency has an existing relationship with the executive director which is in good standing.

The Directors of the Maine Organic Farmacy have shown corporate responsibility from the initial meeting. They have provided documentation throughout the process ensuring employee safety and risk management.

Based on the applications submitted to the excess lines insurance company, an initial coverage proposal was presented to Maine Organic Farmacy. This proposal provides coverage for the three lines of coverage referenced above.

Please feel free to call with any questions regarding the insured.

Sincerely,



Douglas Willett
Paquin & Carroll Insurance
PO Box 356
Biddeford, ME 04005
207.283.1486